

## Image & Story Use Consent Guidelines and Form

### Instructions for use and for obtaining stories and images



1. Read the “**Important Information**” instructions on page 2.



2. Explain this information to the subject(s) using the provided checklist on page 4 and ensure they (or a responsible adult) understand it and sign the “**Informed Consent and Release Form (1A or 1B)**” before starting an interview or collecting images.



3. File the Consent Form securely together with images and stories.



4. As per ERFA’s Child Protection Policy (clause 7), there should be no identifying information of the child (such as their name) connected with the location used in the publication of images or video footage.

## Important Information for Person Coordinating Images/Stories

### Free, Prior and Informed Consent

Before you begin an interview or take photographs/videos:

#### A. USING LOCAL LANGUAGE, **EXPLAIN:**

1. that the subject's images/video and/or story will be used by ERFA to report on and fundraise with its supporter/donor community around the world;
2. how and for how long ERFA may use the images/video/stories and show examples, e.g. a copy of a ERFA's newsletter, website, presentations or social media;
3. that ERFA might collect and publish the name, location and nature of the ERFA partner project as well as the subject's pseudonym and story and that this could link the subject to a project;
4. that videos, stories and personal information will only be stored for as long useful and that they might be used more than once over a period of time;
5. that using images/stories on social media and internet sites means that ERFA will not be able to control further use and distribution, that they can be viewed by anyone with internet access at any time and that deleting an image may not always lead to the removal of an image online.
6. what possible outcomes the usage of an image/video, story or interview could have, especially if there is a risk of a negative impact on a child;
7. that subjects can remain anonymous and that a pseudonym (different name) will be used, and that their consent can be withdrawn at any time.

#### B. **OBTAIN:**

8. Understanding and acknowledgement of consent: ask the person to read and sign a "Consent and Release Form" before you begin photographing/interviewing.

*Note: for people with low literacy please read and explain the form in full and ask them to confirm their consent with a fingerprint or mark. Where possible, the form should be available in the language spoken by project participants. Where this is not possible, the form should be translated verbally to acquire consent.*

9. Consent from both children and parent/guardian: if you are photographing/interviewing a child under the age of 18, please clearly explain how the information and images will be used and seek the permission of both the child and their parent or guardian.

*Note: It is important that the child has the opportunity to decline to be photographed or interviewed without consequence if she or he chooses so. Use the child friendly consent form for children.*

#### C. **FOR CHILDREN:**

10. Allow time for obtaining consent to ensure that children (parents/caregivers) and young people do not feel pressured to say yes.
11. Provide them with a contact (Child Protection Officer) if they want to withdraw their consent at a later stage.

#### D. **THE PROCESS:**

##### Collection of Images

Provide a briefing to children and adults as preparation before taking any images. This includes:

- Informing them of what will happen
- Who will be present and where they are from
- The purpose (including purpose of any visitors)
- What is acceptable and unacceptable behaviour

- What they can do if they do not feel comfortable
- That they can stop at any time or say no to anything without any negative consequences.

**E. PHOTOGRAPHY GUIDELINES:**

Photographs should always portray people in a dignified, positive and respectful way, even in difficult conditions.

An example of this is ensuring you are standing at the same level as the person you are photographing or by portraying people engaged in activities related to the project (e.g. teaching in the classroom, caring for their children, sewing a product).

Some additional points relating to child safeguarding to keep in mind are:

- Present images of all participants in a respectful manner, portraying participants as equal partners in the development process
- Portray the local context in an honest way, ensuring the complexity and diversity of the community is shown accurately
- Use positive images, rather than manipulating images to evoke pity
- Ensure the use of images of local people will not endanger the people they portray
- Conceal the identity and location of vulnerable and at-risk children, turn off the geotagging functions on video cameras and mobile phones. Names and locations can be changed for child protection and privacy purposes (with a disclaimer). If any identifying information is in the image, these should be blurred out.
- Do not identify survivors of exploitation, abuse or violence, serious health conditions or an individual's engagement in culturally unacceptable activities.
- Ensure that all people featured, especially children, are adequately clothed, including footwear.

## Informed Consent Explanation Checklist for Coordinator

Please explain all of the points below to the child, parent/guardian or adult you seek consent from for the use of their image, video, voice or story.

- Explain in local language
- Explain what the images, video, story or voice will be used for and for how long
  - e.g. ERFA newsletter
  - website
  - social media
  - impact report
  - donor communications
- Show examples on a mobile device (or printed)
- Explain what it means if images are used on the internet
  - further use and distribution cannot be controlled
  - anyone can view this information anytime from anywhere
  - deleting an image may not remove it completely
- Discuss what possible outcomes the usage of an image, video, story or interview could have
  - a friend, family or community member could see this image and therefore know any associated information, such as the story / interview and the location of and affiliation with the project
- Emphasize that participation in getting images or a video taken / giving an interview is entirely voluntary and they can say no if they don't want to do it
- Ask them if they would like to remain anonymous or use a pseudonym (made up name)
- Tell them that they can still withdraw consent at a later stage and point out the contact person (Child Protection Officer / Program Manager) for this
- Let them know that they can think about this and don't have to decide immediately (by raising this early)
- If they agree, given them a Consent and Release Form to read, explain it to them, fill it out with them and have them sign it. This should be available in local language, if not please explain it verbally in local language. For young children or people with low literacy use the equivalent form and let them sign with a fingerprint.
- For children under 18 you need to seek permission of both the child and their parent / guardian**
- Before commencing with the photoshoot/video/story gathering, provide the subjects with a briefing of how it will work, who will be there and what they can do if they want to stop
- File the consent form securely together with images and stories

**FORM 1A: INFORMED CONSENT AND RELEASE FORM**

I, (print name) \_\_\_\_\_ hereby grant and provide permission for Edmund Rice Foundation Australia, its employees, representatives, donors, partners or approved contractors to take and use:

- Photographs / Digital Images
- Video / Filming
- Story
- Voice

of me (and/or my family member/s) for use in promotional or educational materials. These materials might include printed or electronic impact publications, websites, social media, supporter newsletters or other electronic communications.

- I have been shown what the material will be used for and understand any potential consequences arising from this.
- I am aware that the information collected and published might include the name, location and nature of the ERFA-supported Project I am engaged in.
- I know that I am free to say no.
- I know I can amend my personal information that ERFA holds and withdraw my consent at any time.
- I wish to remain anonymous.
- I know ERFA will use a pseudonym if mentioning a name.

I authorise Edmund Rice Foundation Australia to use these images without compensation to me.

Signature or mark of person giving informed consent:

\_\_\_\_\_  
(if person named above is under 18 years of age parent / caregiver / legal guardian is required to sign)

Name (print):

\_\_\_\_\_

Relationship to child/ren

(If applicable):

\_\_\_\_\_  
If the story or image(s) are of children under 18 years of age, describe the relationship of the signatory to the subject.

Date:

\_\_\_\_\_

**FORM 1B: CHILD FRIENDLY INFORMED CONSENT AND  
RELEASE FORM**

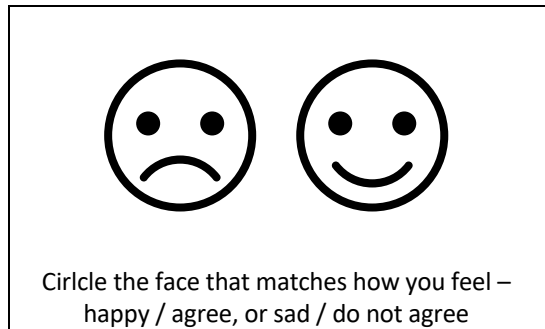
Child's name: \_\_\_\_\_

















Date: \_\_\_\_\_






Project: \_\_\_\_\_

ERFA or Project Staff (Names and Positions): \_\_\_\_\_

*Depending on the age / literacy of the child, ask the child to read the question or read it to him/her and ask the child to circle his/her response using the faces or words.*



Question	Child's Response
 How do you feel about having your photo taken or being filmed today?	  OR happy / agree – sad / do not agree
 It is OK to say no to having your photo taken or being filmed – do you know that?	  OR yes - no
  How do you feel about your photo or film being used on the internet, e.g. the ERFA website?  <i>Show the child their image and then show on a mobile device an example of ERFA's website. Explain that the image can be seen by anyone from anywhere on the world once it is on the internet.</i>	  OR happy / agree – sad / do not agree
 How do you feel about your photo being used in an ERFA newsletter, flyer or impact report?  <i>Show the child examples.</i>	  OR happy / agree – sad / do not agree
 How do you feel about your story or words being used in an ERFA publication?  <i>This means people will know what you said, is it OK for your family or friends to know what you said?</i>	  OR happy / agree – sad / do not agree

 <p>Has ERFA or the Project also asked your parents or guardian for permission to take your photo or film you?</p>	  <p>OR yes - no</p>
<p><i>Answer this question after photo/film/story has been obtained</i></p> <p>How did you feel about having your photo taken or being filmed today? Did you have any worries or concerns?</p>	  <p>OR happy / agree – sad / do not agree</p>

**Child's signature, mark or fingerprint\*:** \_\_\_\_\_

\* If a child is unable to physically sign, then the person obtaining their consent should write a short explanation below along with their signature.