



GHM Photographic Policy





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1. Introduction

GreenHouse Mentoring is a project of Stopsley Baptist Church, a company limited by guarantee, Registered in England and Wales, Company Number - 7605036, Registered Charity Number - 1150563, Registered Office - Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP

GreenHouse Mentoring (GHM) has been operating since 2002.

The purpose of this document is to set out the processes and procedures for taking photographs/ using film footage of GreenHouse Mentoring (GHM) Service Users.

This document should be read in conjunction with the Stopsley Baptist Church Safeguarding Policy, the GHM Privacy Notice and GreenHouse Mentoring Retention Schedule, and copies are available on request from GHM.

2. Applicability

This policy applies to all GHM Staff, Service Users, External Persons and Volunteers.

3. Definitions

Within this document, the following definitions are understood:

Volunteers	any person currently volunteering with GHM with a signed Volunteer Agreement;
Service User	any young person who has or is receiving service from GHM;
Staff	any member of the GHM Team with a formal written and signed contract;
Buddy	any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely
External Persons	any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments
Sue Pirks	09/01/2012	Initial Issue
Ian Pirks	23/12/2013	Reviewed & New format introduced
Ian Pirks	20/09/2015	Adjusted in line with SBC revised Safeguarding Policy and newly introduced GHM Online & Phone Policy
Ian Pirks	02/04/2018	Adjusted to reference the GHM Privacy Policy and position on use of Photographs

5. Principles of Policy

The following principles will apply within GHM:

- ◆ In all cases, GreenHouse Mentoring Staff and Volunteers will work within the GHM Vision, Mission & Values statement.
- ◆ Consent to use photographic images will be obtained from the Parent/Guardian/Carer for Service Users under 16. For Service Users 16 or over, consent may also be obtained from the Service User themselves.

Use of Photographic / Filming Equipment Policy

- ◆ GHM Volunteers and Staff members are prohibited from storing images/ film of GHM service users onto personal devices of any form or format. It is important to note that any Volunteer or Staff member found in possession of images or film of GHM Service Users on their personal devices may be subject to disciplinary measures.
- ◆ GHM Management will store backup copies of images and data on their personal devices.
- ◆ GHM volunteers or staff members may only capture images or film of GHM service users onto GHM equipment. Where copies of photos or film of GHM Service Users are required by GHM Volunteers, they should be printed directly from the GHM device by a GHM Staff member only (a valid reason must be provided by the GHM Volunteer). The digital images will then be securely stored or destroyed by a GHM Staff member in accordance with the GHM Retention Schedule.
- ◆ Please note GHM Staff and Volunteers must ensure that written consent is obtained for any photographs/ film taken of GHM service users for GHM purposes prior to further publication. (Note: Where the Service User was



over the age of 18 at the time of capture, it remains GHM policy that GHM staff/ volunteers gain written consent from the Service User prior to further publication e.g. young parent Service Users).

- ◆ Service Users should not be identified by surname or other personal details, including email or postal addresses, telephone or fax numbers.
- ◆ When using photographs of Service Users, it is preferable to use group pictures.
- ◆ GHM will never place the personal image of a Service User on the internet (e.g. our website or social media pages). We will only use group pictures of Service Users in our quarterly newsletter, provided that consent has been given.
- ◆ If you are in any doubt with any of the above, please discuss this with a GHM Staff Member.

6. Monitoring, Evaluation & Reporting

This policy is monitored by the GHM Manager who will keep a record of any reporting under this policy.

7. Policy Review

Next policy review due before: April 2021
 Policy last reviewed on: 02/04/2018

Approved by:

Sue Pirks

(GreenHouse Mentoring Manager)

Date

Lysle Osborne

(SBC Executive Director)

Date