

**PHOTOGRAPHIC AND RECORDINGS POLICY**

**AIMS**

The purpose of this policy is to outline the practice of Ballymena Area Children’s Contact Service about the taking of photographs and video/audio recording.

With the increasing use of smart phone and other portable devices, there is a need to have a clearly understood policy concerning the taking of photographs and recordings. This will offer protection to all users of the centre as well as the coordinator and staff/volunteer team.

**OBJECTIVES**

The taking of photographs is permitted unless a Court Order prohibiting the same has been issued. In acknowledging that our default position is to facilitate the taking of photographs we will require that in addition both resident and non-resident parents/guardians of children sign the attached agreement prior to contact commencing.

In signing, an agreement both parties agree to comply with the policy and procedures of Ballymena Area Children’s Contact Service outlined in this document about taking of photographs and the use of recording equipment.

**Photographs: -** The taking of photographs, where permitted, will be facilitated by the centre Coordinator and volunteers on request. To ensure that children and other users of the centre are protected the taking of photographs and their setting will be agreed with the Coordinator or volunteer present.

Photographs **are not permitted to be taken** with other children, other users of the centre, or staff in the background or with a blank background.

The Coordinator or volunteer may ask to see the photograph to ensure that it complies with these requirements.

Photographs taken in the contact centre cannot appear on any social media site.

Non-compliance with these requirements will result in contact being suspended, or terminated.

**Recording: -** For the protection of children and other users of the centre, as well as the Coordinator and volunteers, it is not permitted to make any recordings either video or audio. Any such practice will result in the termination of contact