



Gardening for Personal Growth

USE OF PHOTOGRAPHIC IMAGES POLICY

It is the policy of Growing Roots Community Interest Company to make provisions to ensure that the photographic images are used and stored properly to assure the safety and privacy of all employees, volunteers and participants on its horticultural activities.

Parents of young people under 18 years of age (if responsibility is shared between more than one household, permission will be sought from both parents), advocates of vulnerable young adults, young people over the age of 18, employees and volunteers will be asked to give written permission for their own or daughter/son's photograph to appear in the following:

- Evaluation reports to funding bodies and the organisation hosting the project
- Growing Roots website
- Newspaper articles
- Diaries of activities written by participants on projects
- Display posters for use in relevant school or other relevant location such as youth club buildings

Growing Roots will ensure that:

- Photographs will show a participant or group of participants in context : taking part in a horticultural activity
- Growing Roots will not name people in photographs. However editors of some newspapers may require names when publishing photographs and written permission for this must be received before allowing participants to be photographed by the media.
- All participants are appropriately dressed.
- Photographs reflect the diversity of participants
- Photographs are not intrusive and do not demean, distress or embarrass participants in any way.
- Photographs will be stored on a USB stick which will be kept in a secure place. Photographs will be regularly deleted from the camera and unwanted photographs will also be deleted.

September 2013

