

<p>POLICY STATEMENT</p>	<p>Capturing images and videos of participants is a great way of celebrating achievements and promoting the benefit of experiential education. Photographs and videos are used for moderation purposes, evaluation, funding requests, reporting requirements and marketing purposes. However, consideration must be given to informed consent (by parents where required), the approval of the devices images may be taken on, and how these are stored and used</p> <p>Media Consent Wording (for linked webpages & documents): <i>During the programme Whenua Iti / Exped NZ staff may take photographs or video. This media may appear in Whenua Iti publicity material, and in that of our sponsors or funders. Such media channels include but are not limited to print media, publications, social media, newsletters and websites. By providing media consent, permission is given to Whenua Iti / Exped NZ to use photographs or video. Photos and videos are only to be taken and shared in accordance with Whenua Iti / Exped NZ Media Policy.</i></p>
<p>PURPOSE</p>	<p>The purpose of the policy is to provide guidance to protect and safeguard children and young people and participants and identify any breaches swiftly.</p>
<p>SCOPE</p>	<p>This policy applies to all staff, contractors and volunteers providing services for or associated with Whenua Iti Outdoors (WIO) or ExpedNZ. The policy applies to all children and young people and participants who staff and regular volunteers come into contact with while carrying out their role at WIO / ExpedNZ. Everyone wishing to film or take photos of children, young people or participants at WIO / ExpedNZ has a responsibility to comply with the following guidance.</p>
<p>RESPONSIBILITIES</p>	<p>Marketing & Communications Manager</p> <ul style="list-style-type: none"> • Responsible for the storage and curation of photos from WIO / ExpedNZ programmes • Guides and trains staff in the safe capture and temporary storage of photos • Responsible for ensuring all staff members, contractors and volunteers will be made aware of this policy. Note: this task may be delegated temporarily to a WILT member or operational lead instructor where required. <p>Marketing Coordinators</p> <ul style="list-style-type: none"> • Assists the Marketing & Communications Manager in the curation of photos from WIO / ExpedNZ programmes • Assists the Marketing & Communications Manager to guide and train staff in the safe capture and temporary storage of photos <p>Photographer/videographer/content creator</p> <ul style="list-style-type: none"> • Lead the capture of appropriate images and video footage from WIO/ExpedNZ programmes as required by the Marketing & Communications Manager • Leads the storage and curation of photos from WIO / ExpedNZ programmes <p>Staff, contractors and volunteers</p> <ul style="list-style-type: none"> • Ad-hoc capture of appropriate images and video footage from WIO/ExpedNZ programmes
<p>SUPPORTING STATEMENTS</p>	<p>It is our role to protect vulnerable children, young people as well as our adult participants and maintain their right to privacy. New technology that lets us easily take photos and videos has increased the risk of bullying and the misuse of images, especially for children and teenagers, particularly on social media.</p> <p>At WIO / ExpedNZ we do all we can to ensure the rights and safety of the participants captured in images are protected.</p> <ul style="list-style-type: none"> • We ensure only appropriate images of participants are shared • We encourage positive sharing of images of participants’ friends and educate young people where appropriate around the use of social media • We do not publish the names of children or participants unless approved separately (by legal guardian where necessary) • We only share images where participants or their parents and caregivers have given consent

PROCEDURES	<p>Safe use of images of programme participants</p> <ul style="list-style-type: none"> • All staff members, contractors and volunteers will be made aware of this policy. • All children, young people, adult participants, parents, caregivers and whānau will be made aware of this policy. • Ensure participant/parental/caregiver/whānau consent is obtained and recorded. • When working with schools, we will abide by their permissions regarding use of images. • Verbal agreement is not considered consent in a WIO / ExpedNZ context under 16. Over 16 it is still advisable to check with parent/caregiver, ideally in writing. • If consent is not given, inform approved photographers and staff of any participants, children or young people who must not be photographed. • Do not publish photographs with the full name(s) of participants, children or young people unless you have consent and you have informed the individual, children, young people, parents, or caregivers and whānau how the photograph will be used • Promote a culture within WIO / ExpedNZ that the reporting of breaches of this policy by staff and volunteers is to keep participants, children and young people safe. <p>Minimising the risk</p> <ul style="list-style-type: none"> • Photography in changing rooms, toilets and showers is not allowed under any circumstances. • Participants must be dressed related to the activity and in clothing that does not expose them unnecessarily. • Images should focus on the learning or activity, rather than individual participants where appropriate. • WIO / ExpedNZ will use an approved photographer to capture images who has undergone recruitment and Police vetting following WIO / ExpedNZ (Whenua Iti Outdoors Police Vetting Policy) • Ensure the approved photographer/videographer has been provided with a copy of this policy. • Check the photographer’s identity, the legitimacy of their role, and the purpose and use of the images to be taken. • Inform participants/parents/caregivers/organisation/school prior to the event that an approved professional will be in attendance. • Approved professionals must be supervised when taking photographs or video on behalf of WIO / ExpedNZ <p>Respecting the rights and wishes of participants</p> <ul style="list-style-type: none"> • Inform participants prior to the event that an approved photographer will be in attendance. Ask for their consent for photos to be taken. • Inform participants of this policy and safe working practices related to this policy to enable them to alert WIO / ExpedNZ of any breaches. • For special projects, prior to capturing the image or recording, obtain verbal consent from participants to ensure they are happy to proceed, even if consent was obtained. • For special projects, explain the purpose of capturing the image and how it will be used and stored. • For special projects, offer to show participants the image to ensure they are happy for it to be used prior to sharing or publicising. • If they decline, do not proceed, even if a consent form is signed. • In situations when consent is not given, it must be respected and communicated with staff members to ensure the rights of the participant are safeguarded and protected. • Full names of children and young people should never appear alongside their image on any organisation's social media platforms. <p>Storage and sharing of images</p> <ul style="list-style-type: none"> • Photographs or recordings of participants must be kept secure and not shared unless for the purpose the image was taken in accordance with the signed consent form. • Photographs and recordings must only be shared with approved staff members, e.g. the person responsible for marketing, social media or newsletters.
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	<ul style="list-style-type: none"> Breaches related to the storage and sharing of images and recordings must be reported to WIO / ExpedNZ recordings must not be stored on personal computers, laptops, memory sticks, memory cards or cell phones. <p>Responding to complaints and concerns It is important that concerns or allegations related to inappropriate taking or use of images of participants are dealt with in the same way as any other privacy issue. This includes concerns about professional photographers. Always consult with your CSR and follow WIO / ExpedNZ Child Safeguarding Policy.</p> <p>Media Consent –used externally Whenua Iti Outdoors (WIO) / ExpedNZ does not permit photographs, video or other images of children and young people under the age of 18 to be taken without the consent of the child or young person’s parent or caregiver.</p> <ul style="list-style-type: none"> WIO / ExpedNZ uses photographs and video recordings to celebrate the success of our members and for promotion and marketing purposes. The identification of the child or young person will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs and video recordings that are child-safe and appropriate. Any advancement in technology leading to new ways in which images may be captured or shared after the date of signing will require a separate consent form to be completed. It is our intention that photos & videos will have a 5-year maximum usage span. At any time, you have the right to request, in writing, that Whenua Iti Outdoors stop using your photos/video. It is the responsibility of the individual/parent/caregiver to inform WIO / ExpedNZ of any changes in the individual’s situation that may result in denying consent for the capturing, sharing or storing of photographs or videos, or the identification of the child in such images. 		
DOCUMENT RETENTION REQUIREMENTS			
DEFINITIONS			
SUPPORTING DOCUMENTS	<table border="1"> <tr> <td data-bbox="319 1268 932 1379"> <ul style="list-style-type: none"> Confidentiality Policy Safety Management Plan PR Policy </td> <td data-bbox="932 1268 1529 1379"> <ul style="list-style-type: none"> WIO commitment to Te Tiriti O Waitangi (see references) </td> </tr> </table>	<ul style="list-style-type: none"> Confidentiality Policy Safety Management Plan PR Policy 	<ul style="list-style-type: none"> WIO commitment to Te Tiriti O Waitangi (see references)
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REFERENCES	<p>Whenua Iti Outdoors ExpedNZ recognises Te Tiriti o Waitangi as Aotearoa New Zealand’s founding document. Whenua Iti Outdoors ExpedNZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.</p>		

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