

**FYLDE DECORATIVE AND FINE ARTS SOCIETY.**

**Permission to use photographs and examples of art work.**

[a]. Introduction.

Fylde DFAS would like to use art work and photographs of the work and of people participating in its activities [eg. Church Recording, Heritage Conservation, Young Arts Projects, Special Interest Days] for publicity and for fund raising. Individuals may be identified by name and images may appear in printed publications such as the Society's Newsletters, NADFAS Reviews, press [local and national] and on the Society's and NADFAS' web sites.

Some of the participants will be young people or vulnerable adults [as defined in the Safeguarding Vulnerable Groups Act 2006] Definitions are included in Appendix 1.

Advice has been taken from the Volunteers Manager, NADFAS House and it is important that there is compliance with current legislation on protection of Young People and Vulnerable Adults.

[b]. Procedure.

Many of the activities will be photographed within an organisation such as schools and colleges and it is recommended that photographs of children and vulnerable adults should show them engaged in activity rather than just a group shot.

NOTE: The Fylde DFAS Membership Form includes a statement assuming permission to use photographs of members participating in DFAS activities in which individuals are NOT identified.

1. For identified individuals obtain written consent of/for every person whose work and/or photographs are used. If this involves young people and/or vulnerable adults, written parental/guardian permission before taking photographs must be obtained.

**Complete either section [a] or [b] of the DFAS Consent Form and retain the form for records.**

2. If relevant, check with the organisation [eg school] about its policy and ask it to obtain written parental/guardian consent for all young people concerned. [Note: Some schools request parents'/guardians' consent on entry to be applicable throughout the whole of the young persons' time in school]

**Complete section [c] of the DFAS Consent Form and retain the form for records.**

3. When organising an event, clearly outline what photographs will be allowed and who will be responsible for arranging them. Consider how to stop photographs where permission is not in place-----this is particularly important if the press try to take photographs.
4. If sending photographs and/or work to NADFAS **complete the NADFAS form, "Permission to photograph children" and post to NADFAS House, 8, Guilford St., LONDON WC1N 1DA.** [Without written confirmation that written consent has been given NADFAS will NOT use the material in any of its publications or on its website].

Marion Nuttall

Secretary

21.03.10, revised 19.04.10.

**Appendix 1.            Definitions.**

A vulnerable adult is defined by the Safeguarding Vulnerable Group Act 2006 as a person who is aged 18 years or over and who is:

- living in residential accommodation, such as a care home or a residential special school
- living in sheltered housing
- receiving domiciliary care in their own home
- receiving any form of health care
- detained in lawful custody [in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999]
- under the supervision of the probation services
- receiving a welfare service defined as the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so
- receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- an expectant or nursing mother living in residential care
- receiving direct payments from a local authority or health and social care trust in lieu of social care services