

# CONSENT FORM

For Photography, Film and Interviews



**Thank you** for letting us talk to you and document your story/take your photograph and/or film you.

We will use your story and/or pictures **to tell the world what is happening to people here, children and adults like you**, as well as the work that Save the Children does and what we are working to change. Your story, pictures and video may be shown in magazines, newspapers, other printed materials, on the internet, on social media like Facebook and Twitter, on television, in our advertising and in other ways. **People from all over the world may be able to see your pictures and hear your story as may your friends and neighbours.**

Your contributions will be saved in a safe place and may be re-used by Save the Children in our communications materials in the future.

If you agree to these terms and understand all of the below then please provide your details and sign this form.

## What you agree to (the legal details):

- You grant to Save the Children the right to record free of charge your contributions on sound recordings, film, photographs and any other electronic recordings, and to use your contributions in any media (whether already known, or developed in the future) throughout the world and without any payments.
- Save the Children may edit, adapt or translate your contribution, and you confirm that you waive all 'moral rights' to enable the uses set out above.
- Save the Children may use your contributions again at any point in the future. Save the Children very much hope to use your contribution, but we cannot guarantee to do so.
- Save the Children may also share your materials with trusted Save the Children partners, and your story may appear in their communications.

## If you are signing on behalf of a child, then you are:

1. declaring that you are the father/mother/carer/guardian (please delete as appropriate) of the child named below who is/are under the age of 18, and that you are also over the age of 18. If not, please ask a relative/guardian over the age of 18 to sign on your behalf.
2. confirming that you have read this agreement and are satisfied that it is clearly in the interest of the child named and you therefore consent to the child signing the agreement, and
3. to the extent of your interest in the agreement on behalf of your child, you grant and confirm to Save the Children all rights, consents and waivers granted by the child under the agreement, and
4. agreeing that you will remain responsible for the child/children at all times.

**This section should be filled out by an adult, aged 18 or over.**

**Note: If parent is under the age of 18, please ask a guardian who is over the age of 18 to sign – e.g. grandparent.**

**Please fill this form out in CAPITAL LETTERS.**

I am filling in this form for Myself (adult aged 18 or over) ☐  
or on behalf of a Child/Children (I am the parent/legal guardian) ☐

Full Name (Adult): .....

Full Name(s) of Child/Children: .....

Month/Date/Year of birth of contributors: .....

Email: ..... Telephone: .....

Address: .....

Signature or thumb print of Child/Children: .....

Signature or thumb print of Adult: .....

Are you happy for us to use your real name/s? Yes ☐ No ☐

**We will automatically change your name if we feel we need to for your safety.**

The consent that you give can be changed or withdrawn at any time by contacting:

Name: .....

Email: ..... Telephone: .....

**Please note that we cannot withdraw images already published.**

All information will be kept securely by Save the Children in accordance with the Data Protection Act.

## \*\* FOR LOCATION USE \*\*

Producer/Save the Children Staff member: .....

Type of content gathered: .....

- ☐ Photography ☐ Film footage  
☐ Audio ☐ Written case studies  
☐ Other (please describe) .....

Description of contributor: .....

.....  
.....  
.....

Location: .....

Date of Recording: .....

Original image ref: .....

## \*\* FOR OFFICE USE \*\*

Save the Children Contact: .....

FC: .....

Serial Number(s): .....

CO: .....

Story Central ref: .....

# CONSENT FORM GUIDELINES

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## What will I need to do before the shoot to gather consent?

There are some steps that you will need to take before your shoot to make sure that you are able to gather consent:

- Allocate a person who is responsible for consent on the shoot, make sure that they are fully briefed.
- Allocate time for consent gathering into your shoot schedule.
- Brief the Country Programme fully on the importance of consent.
- Make sure that the Consent Form is translated into the relevant language(s) before your shoot.

## Who are Consent Form guidelines for?

These guidelines are for all staff and freelancers gathering consent from contributors who are the subject of film, photography or interviews.

Obtaining informed consent is compulsory for anyone gathering images, film footage, audio or written stories from anyone.

## Languages

The Consent Form is available in English, French, Spanish and Arabic.

Please ensure that if you are going somewhere where you need to use a language other than those above that you have had the form translated before the content gathering starts.

## Why do we need a Consent Form?

Gathering informed consent from all contributors means ensuring the person you are featuring understands exactly what you are capturing and how this material might be used in the future. They must understand that by signing the form they assign all rights of their contribution to Save the Children, who may use it in a wide variety of media and also share it with trusted parties.

We need consent to be accountable to our beneficiaries, which is why we provide them with a copy of the form and spend as long as they need discussing consent before the shoot commences. We also need Save the Children to be legally covered for the use of this content. Without written documentation, Save the Children's rights position may be unclear and may be in breach of codes of advertising and marketing practice.

## How to fill out the form

Please ensure all fields on the form are filled out clearly and in ink.

The legal language used in the Consent Form is very official so please make sure you have explained to your contributors exactly what they are signing, and allow as much time as the contributor requires for discussion and consideration. Whatever the circumstances you should never rush the contributor.

Please make sure you give people the opportunity to ask you questions and raise any concerns they may have. They should not feel pressured into making a contribution, if you have any concerns about this then please highlight this to the commissioner/lead on the shoot/line manager who will make a decision about whether or not to use the content.

You **MUST** complete the box at the bottom of the document titled 'for location use'. Do not fill in the box title 'for office use'.

## Who needs to fill in a Consent Form?

Every child and adult who is photographed, filmed or interviewed needs to fill out a Consent Form. This includes Save the Children staff. This will ideally happen before content gathering takes place, but if that is not possible then as soon as possible afterwards.

## Who should sign the Consent Form?

An adult (aged 18 or over) can fill in their own Consent Form.

Anyone under the age of 18 is classified as a child and must have a parent, legal carer or guardian fill in their Consent Form. A teacher or family friend is not a legal carer or guardian, so enquire about their relationship in detail if unsure.

The child should also sign the Consent Form, if they are of an age where they can understand what is being asked of them.

## What if someone won't fill in a form?

Consent should be gathered preferably in writing using the Consent Form.

In circumstances where someone absolutely does not want to sign a form, the consent must be recorded on camera so that you can see the contributor's face, demonstrating the consent information has been given to the contributor and understood. You do not need this film to be of a high quality, a file on a mobile phone is fine for this. A photograph of the person signing is acceptable where filming is not possible, but film is more legally binding so please undertake this when you can.

If consent is filmed please make sure a log of it is provided to your commissioner/lead on the shoot/line manager.

## Do I need to fill out more than one form for a family?

You may use one form for a parent and their children, if there is a second parent present and we gather content from them they must fill out a separate form – they may choose which parent fills it in. For example, a mother may fill out a form for herself and her four children, and then the father will fill in a separate form. In instances like this where the form is filled out for more than one contributor you must remember to gather signatures from all contributors on the form.

*This is yet to be finalised by legal so is a holding statement for now.*

## What should I do if the contributor is illiterate?

If an adult is unable to read or write but has had the Consent Form read to them and is happy that they understand the nature of the consent, they may still sign the form in whatever way that they are comfortable, for example, a thumb print.

In this instance you must capture the consent being explained and obtained on camera showing the contributor's face demonstrating the consent information has been given to the contributor and understood. Please make sure a log of this is provided to your commissioner/lead on the shoot/line manager.

## What should I do if there is no responsible adult to sign the form?

In situations where a parent or guardian is unable to give their consent on behalf of a child, a risk assessment of the situation must be carried out and reported back to your commissioner/lead on the shoot/line manager who will consult the relevant colleagues such as the Country Programme team, child safeguarding representative, and/or the Legal team, and make the final decision on the level of risk and whether or not to go ahead with the gathering, or in the instance where content has already been gathered, the using of content. This should be done in advance of the shoot if you are aware that you will be going into a situation where this is likely to occur.

Please bear in mind that SAVE THE CHILDREN STAFF MEMBERS, TEACHERS, FAMILY FRIENDS AND OTHERS CLOSE TO THE CHILDREN CANNOT SIGN CONSENT FORMS ON BEHALF OF CONTRIBUTORS as it is a conflict of interest and their signature will not be legally binding.

## Consent for groups of people

If you are photographing a large group, where individual children or adults CANNOT be identified, then you do not need to obtain Consent Forms.

If you are photographing a large group where individuals and children MAY be identified you must gather Consent Forms from every member of the group.

If you are filming events such as vigils or even just people on the street then you must, IF SAFE TO DO SO, make every effort to make individuals aware of your presence and obtain consents. If this is not possible then please assess the risks of filming without consent and report back to your commissioner/lead on the shoot/line manager who will decide the level of risk and whether or not to use the content.

If you are in doubt please consult the document 'Filming and photographing Crowds' for further guidance.

## Consent for gathering content in schools

You are required to obtain Consent Forms for all individuals in FAST groups, schools, 'child-friendly spaces' and other organised activity groups where children are a focus. In these instances you can arrange for the school or activity group leads to obtain consent in advance of any visit. In incidences where it may not be possible to gain the consent from a child's parents ahead of the shoot the teachers may gather consent on your behalf if the parents/guardians have expressly given the school such authority. In this case you would need to obtain written evidence of this.

## Content gathering for news media

You should still obtain consent if you are gathering content for use in the media, as we are not covered under any of the UK news agreements, only broadcasters are covered. We may also wish to use your content for other media and so would still therefore need consent.

## What are "moral rights"?

'Waiving your moral rights' means you will not have the right to make any decisions on how your imagery is used once it has been gathered. Please be aware though that we will always use your imagery responsibly.

## Names on Consent Forms

Remember to tick the box at the end of the form if an individual does not want to use their real name. If the contributor suggests an alias make sure it is clearly written on the Consent Form next to this tick box. However we may not always use the name provided if it is considered inappropriate under the circumstances. The relevant Country Programme should provide alternative names, please ask for a list before you complete your assignment.

In some situations we may change a person's name for their own safety. Please see Name Change Policy and Guidelines (to be found on Colin and OneNet) for further information.

## Anonymity

Individuals interviewed, filmed or photographed anonymously should still sign Consent Forms.

## Re-consenting

In some instances you may need to check that consent is still applicable.

For example; if you are filming a mother giving birth and have obtained consent prior to you must ensure she is still happy to give consent after delivery. The same respect would apply to parents of a child who later dies. You do not need to fill out an additional form, but you will need to let your commissioner/lead on the shoot/line manager know if the consent is withdrawn.

Please make sure you fill out the Consent Form thoroughly as we may need to obtain re-consent at a later date without your involvement.

## What do I do with the completed Consent Forms?

Once the form is signed, a copy should be given to the contributor.

The signed copy along with any supporting paperwork should be sent back to the UK picture desk when you file the content.

In some cases the Save the Children country office may request to keep the Consent Forms. You may provide them with a copy but you must retain the original form. If consent is on camera please send a log back with the rushes.

All Consent Forms are confidential and must be stored in a secure place and any copies must be securely deleted/destroyed once you have passed on the originals to Save the Children.

## Timeframes

Consent Forms must be returned alongside your content. This is very important as WITHOUT THE CONSENT FORMS WE CANNOT USE YOUR CONTENT.

## Length of time for usage

Consent Forms are valid indefinitely unless otherwise stated.

## Who should I contact if I have any questions about consent?

If you have any questions about consent please contact your commissioner/lead on the shoot/line manager.