**Photography/Filming Consent Form**

*This form must be completed and returned immediately*

Dear Parent/Guardian & Young Person

The Institute of Physics (the “Institute”) recognises the need to ensure the welfare and safety of all young people with whom it comes into contact as part of its activities.

We may sometimes take photographs or video footage for publicity purposes. These images may appear:

* + in the Institute’s publicity materials, printed publications and presentations
	+ on our websites
	+ on our social media channels
	+ in materials we submit to the news media

As part of our commitment to ensure the safety of young people, we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/guardians and/or the young person (where appropriate).

We will follow the guidance for the use of images of young people, which is included below – the “Ten Golden Rules”.

The Institute will take all reasonable steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that any of these images are being used inappropriately, you should inform the Institute immediately.

You do not object to the Institute:

a. storing the photograph/film footage for as long as is required for the purposes set out above; or

b. sharing the photograph/film footage with the third parties which are listed above or where required to fulfil the purposes set out above.

You have the right at any time to withdraw the consent you have given by contacting the Institute using the details in our Privacy Notice ([www.iop.org/privacy](http://www.iop.org/privacy)). This will not affect the lawfulness of anything the Institute has done before you withdraw your consent.

The Institute is responsible, as data controller, for any personal data comprised in the photograph/film footage or in this form. The photograph/film footage will only be used in accordance with the obligations of the Institute under applicable data protection legislation in the United Kingdom from time to time. For more details about how we handle personal information, please see our Privacy Notice ([www.iop.org/privacy](http://www.iop.org/privacy)).

This consent is governed by English law.

The following should be completed by the parent/guardian and, where sensible, the young person.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert parent/guardian full name) consent to the Institute of Physics photographing or videoing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of young person)

under the stated rules and conditions. I confirm that I am legally entitled to give this consent and I also confirm that the young person named is not under a court order.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of young person) consent to the Institute of Physics photographing or videoing me under the stated rules and conditions.

**Use of images of young people under the age of 16**

*Ten golden rules to remember*

1. All young people featured in recordings must be appropriately dressed in outer clothing garments covering their torso from at least the bottom of their neck to their thighs, (i.e., a minimum of vest/shirt and shorts).
2. Photography or recording will focus on the activity being carried out, not on a particular young person.
3. Images should focus on small groups rather than individuals where possible.
4. The names of young people (first names or surnames) will not be used in photograph captions.
5. Images of a young person who is known to be under a court order will not be used.
6. Personal details about a young person will never be revealed intentionally.
7. We endeavour to use photographs that represent the broad range of young people that participate in Institute related activities.
8. All people taking photographs or recording footage at an event should be associated with the Institute.
9. Any instances of the use of inappropriate images may be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF).
10. We have a Children and Vulnerable Adults Policy to which we require all our employees to adhere. A copy of this policy is available on request from the Institute.

For further general information or advice please contact:

# The NSPCC Helpline

Telephone: 0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

This is a 24-hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

**Internet Watch Foundation**

To report potentially illegal material on the Internet, please contact the IWF:

<https://www.iwf.org.uk/report>

The IWF was set up to address the issue of illegal material on the Internet, with particular reference to child pornography