



HAI MEDIA AND COMMUNICATIONS POLICY

This policy considers the actions that need to be taken to ensure that safeguarding is included in media activities. The following 11 ethical rules regarding the use of images that must be observed by anyone working for or on behalf of HAI.

1. Respect the Child Safeguarding Policy and its procedure.
2. Make sure that the safety of the child will not be compromised if one disseminates images of his or her home, community, or environment.
3. Obtain permission from the child and the person who is responsible for looking after him or her.
4. Inform them of the purpose of taking photos/videos/data and its intended use to ensure that consent received is informed consent. Respect a person's right to refuse to be photographed.
5. Ensure that the child does not pose in any inappropriate manner (sexual connotations etc.).
6. Do not take or publish photos of children who are completely naked or dressed inappropriately. Images of children which are exploitative, or offensive must not be used.
7. Always respect the children's dignity. Do not represent the children as victims (weak, desperate etc.). Images should present children in a 'positive way'. Similarly, stories about children should aim to report not only the negative aspects of children's lives, but also their strengths rather than sensationalising the child's experience.
8. Taking pictures or videos is reserved for strictly professional use. Unofficial photographs must not be posted or uploaded on personal pages.
9. Ensure that due consideration is given to a child's right to privacy and confidentiality. Never indicate in the files any information that could endanger the child victim of abuse (title, metadata, captions etc.). When publishing/distributing photos, images, stories etc., personal information must be removed to ensure privacy (i.e. names and addresses must not be included and if necessary other identifying features such as school name should also be omitted).
10. Only use photos available for public use
11. Remember that photographing and using photos of vulnerable populations requires extreme care and sensitivity. The best interests of each child are to be protected over any other consideration, including over advocacy for children's issues and the promotion of child rights.

Additional HAI Guidelines for Taking Photos and Videos of beneficiaries:

These guidelines have been developed to assist in implementing our commitments and to put our Code of Conduct and the Child Protection Policy into practice. These must be read in conjunction with the Child Protection Policy and the Code of Conduct.

Permission from HAI Safeguarding Focal Point must be obtained before any photographs or videos are taken.

Before taking the photographs consider what is the purpose of the photographs and or videos? Are they necessary? What risks can it created for the refugees?

Introduction:

- **Introduce** yourself and your role at HAI
- **Purpose:** Inform them of the purpose of taking photos, videos and data and its intended use
- **Process:** Inform them of the process that will be followed thereafter so that no false expectations are raised
- **Confidentiality:** Reassure them that confidentiality of information will be respected, and no personal information will be shared without consent. Refugees must not be exposed to protection risks and repercussions from others because of their participation. Their right to privacy must be respected
- **Consent:** Take their consent to photograph or video them, **especially for women and children**. Ensure that consent is informed consent which can be taken after explaining all of the above and explaining the consent form and getting it signed. They do not have to have their photo or video taken if they prefer not to
- **Consent for photos of children:** Obtain permission from the child and his or her guardian for all interviews, videotaping and, when possible, for documentary photographs. Permission must be obtained in circumstances that ensure that the child and guardian are not coerced in any way and that they understand that they are part of a story that might be disseminated locally and globally. This is usually only ensured if the permission is obtained in the child's language and if the decision is made in consultation with an adult the child trusts. Guardians must always be present when photographing children. [SEE PHOTO/VIDEO CONSENT FORM]

Taking photos/videos:

- When possible, establish a relationship before you start taking photos
- When you approach photo subjects in the field, briefly introduce yourself, be courteous, and explain the purpose of your visit or the reason you want to take photos. e.g. "I am taking photos for HAI. Do I have your permission to take your photo?"
- If you don't speak the same language, communicate with your body language. Ask colleagues to translate your request for consent. At the very least, smile, nod, and point to your camera before shooting. If you sense any reluctance, confusion, or disdain, refrain from taking the photo.
- Prepare copies of consent forms ahead of time in the local language. Many will be unable to read the form, orally translate the consent form to your photo subjects. Use an interpreter if necessary.

- Respect a person's right to refuse to be photographed
- Identify an adult who is legally authorized to give you consent on behalf of children

Remember that:

- Photographing and using photos of vulnerable populations requires extreme care and sensitivity.
- The best interests of each child are to be protected over any other consideration, including over advocacy for children's issues and the promotion of child rights
- Ensure that due consideration is given to a child's right to privacy and confidentiality, to have their opinions heard, to participate in decisions affecting them and to be protected from harm, retribution and from being exposed to anxiety, distress, trauma, social stigma, risk to life & safety and further suffering
- Though the child is vulnerable and often voiceless, he/she has the same human dignity, rights and worth as any adult
- DO NO HARM! Avoid questions, attitudes, comments that are judgmental, insensitive to cultural values, that place a child in danger or expose as child to humiliation, or that reactivate a child's pain and grief from traumatic events
- Pay attention to where and how the child is being photographed.
- Try to make certain that children are comfortable and able to tell their story without outside pressure, including from the interviewer/photographer.
- In film, video, consider what the choice of visual or audio background might imply about the child and her or his life and story. Ensure that the child would not be endangered or adversely affected by showing their home, community or general whereabouts.
- Always provide an accurate context for the child's story or image - Do not stage photos or videos. Do not ask anyone to tell a story or take an action that is not part of their own history
- Be positive in your portrayal of the child while also creating awareness and demand for support services
- Do not further stigmatize any child; avoid categorizations or descriptions that expose a child to negative reprisals - including additional physical or psychological harm, or to lifelong abuse, discrimination or rejection by their local communities.

Conclusion and Follow-Up

- End by thanking them for their time
- Ask them if they have any questions or concerns. If there is something you cannot answer yourself, redirect the question to Safeguarding Focal Point at HAI
- Inform them of the names of contact staff with whom they can follow up in case they have personal questions

- If serious concerns or protection issues come up during the interview, notify Safeguarding Focal Point at HAI immediately after the interview to take action. For example, issues of child marriage, abuse, etc coming to light

*The foregoing are only broad Guidelines and are not meant to be exhaustive.

Sources:

1. UNICEF Guidelines for journalists reporting on children, available here: <https://www.unicef.org/eca/media/ethical-guidelines>
2. The UNHCR Tool for Participatory Assessment in Operations, available here: <https://www.refworld.org/pdfid/462df4232.pdf>
3. UNHCR Reporting On Refugees Guidance By And For Journalists, available here: <https://www.unhcr.org/publications/brochures/58e1ed994/reporting-on-refugees-guidelines-by-and-for-journalists.html>
4. UNAIDS Photograph consent forms: notes for photographers, available here: https://www.unodc.org/pdf/india/news_and_events/photographer_guidelines.pdf
5. Department of Electronics and Information Technology Framework & Guidelines for Use of Social Media for Government organisations. Available at: https://meity.gov.in/sites/upload_files/dit/files/Approved%20Social%20Media%20Framework%20and%20Guidelines%20_2_.pdf
6. Information Technology (reasonable security practices and procedures & sensitive personal data or information) Rules, 2011, available here: <http://prsindia.org/uploads/media/IT%20Rules/IT%20Rules%20Subordinate%20committee%20Report.pdf>
7. Guidelines for media reporting on children approved by the Hon'ble High Court of Delhi on 8.8.2012 in Writ Petition (Civil) NO 787 of 2012, available here: http://www.nbanewdelhi.com/assets/uploads/pdf/8_GUIDELINES_FOR_MEDIA_REPORTING_ON_CHILDREN_E_web.pdf