

CUIDAR: Cultures of Disaster Resilience among children and young people
Project Visual and Social Media Policy vREVISED 31st October 2017

This Visual and Social Media Policy covers all work conducted by project partners with participants (children and adults) involved with CUIDAR through all stages of the project including planning, design, running of consultation workshops and events, and sharing feedback at the end of the project.

The CUIDAR Project Ethics Board will oversee the working of the social media policy and ensure the maintaining of basic principles. The social media and associated, relevant ethical requirements and processes in visual data collection and running and conduct in the workshops and events must be appropriate to each CUIDAR partner’s local context allowing the safe, effective running of the different work packages including workshop events with children and young people.

These guidelines are informed by ‘Save the Children’ Social Media Policy and Guidance, which is the policy followed since the start by the CUIDAR project. This Visual and Social Media Policy should be read in conjunction with the CUIDAR Ethics Policy document, which includes the safeguarding guidelines (recommendations are from the Save the Children Safeguarding policy).

There are two sections:

- 1) Codes of Safe Practice in Visual Data Collection
- 2) Codes of Safe Practice in Social Media

Section 1: Codes of Safe Practice in Visual Data Collection

When working with children, young people and adults involved in consultation activities it is essential that as CUIDAR partners, we follow these codes of safe practice in visual data collection, and ensure that in this way we respect and protect the safety, health and well-being of all participants and ourselves as project staff. These guidelines for visual data collection are integral with specific guidelines for social media set out in Section 2: Codes of Safe Practice in Social Media (below).

1.0	<ol style="list-style-type: none">1. Photographs, videos or audio recordings produced in workshops or consultation events can give children and young people the opportunity to express and share their points of view and opinions.2. However, recorded images can compromise children’s anonymity and strict procedures ensuring active consent by children, their parents and school/youth club must be in place for any non-anonymized data to be released.3. When collecting visual images (video, film or photographs) the team must
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	<p>ensure visual (Section 1.1) and media (Section 1.2) consent is obtained before the start of workshops and events as stipulated below.</p> <p>4. The policy set out below must be adhered to in all cases.</p>
<p>1.1 Preparing to record visual images: Consent procedures (general ethical process)</p>	<ol style="list-style-type: none"> 1. For any child present in a CUIDAR activity, informed project consent must be given by children, young people and parents/guardians/schools. For full details about project consent and information provided to ensure that this is informed, see the CUIDAR Ethics Policy. 2. In addition, each individual child must have given their assent (positive agreement) to take part and to be in any photos, video or film ⁽¹⁾. 3. Ensure the children have an opportunity to read or talk about the project with parents/guardians and / or the school, and that any queries regarding visual recording from children, parents and the school staff are responded to by the CUIDAR project staff before the parental and/or school consent is signed. 4. Adult participants must have given written informed consent that includes media consent for visual image or audio recordings. 5. Participating children, young people and adults must be informed and aware that they are free to withdraw from the project activities at any time, without giving any reason. 6. CUIDAR project staff should re-check at the start of each new workshop session or event that individual children and young people still want to take part.
<p>1.2 Preparing for visual image and audio recording</p> <p>Specific consent procedures for media</p>	<ol style="list-style-type: none"> 1. Where CUIDAR partner countries permit the recording of visual images of children TWO types of consent must be obtained from parents and children: <ol style="list-style-type: none"> a) Informed consent must be obtained from children, young people and their parents/guardians to take part in the workshops. b) A specific MEDIA CONSENT form must also be signed by parents and children before the taking of photographs, videos or digital images. 2. Prior to setting up any audio recording of workshops and events CUIDAR project staff MUST re-check that the children and young people are aware

<p>Running workshops and events</p>	<p>of the recording. They must explain the reasons for this recording and have checked that requisite consent is obtained as above; and the child has agreed to the recording taking place; and that if not comfortable with process they can at any time request not to be recorded.</p> <ol style="list-style-type: none"> 3. Visual images may only be recorded in CUIDAR partner countries that permit the recording of visual images of children (UK, Spain, Portugal and Italy). CUIDAR project staff must follow the ‘any specific country’ requirements and thereafter follow the guidelines in this policy. 4. Audio recording is permitted in workshops and events provided the guidelines are followed (see also data management policies in 1.5.).
<p>1.3 Visual image and audio recording in workshops and events</p>	<ol style="list-style-type: none"> 1. The children and young people must be comfortable with recording of video or photos: they are free to request not to be included in the recording of images or audio. 2. Discuss with children at the start of sessions what images will be permissible during workshop activities. 3. Recorded images must be anonymised in terms of specific location and personal identification as below 4. Follow the Save the Children ‘triangle of risk’ for all visual image recording, storage and dissemination ⁽²⁾: The ‘Triangle of Risk’ states: Never have all of ‘the three identifiers together: full name, specific location, image.’ Avoid naming children or adults – (adult names could lead to identification of the child), ‘only give first names.’ Use pseudonyms if needed in captions. Wherever reasonable ‘avoid naming the exact location’ (and never name the location together with a child or adult’s name): only give the regional name, city or if relevant the area of a city. 5. Avoid recording identifiable images of children unless filming for the specific creation of the CUIDAR project film. For detailed guidelines see below Section 2: Codes of Practice for Social Media.
<p>1.4 Data management</p>	<ol style="list-style-type: none"> 1. Visual data (including those taken by participants) from workshops and events on a work package may be shared by the workshop leader in later workshop sessions with permission from children and their parent(s)/guardian, as a reflection on workshop activities. 2. Images for academic dissemination will only be used as findings in edited

format (and using pseudonyms) with consent from participants. Each Work Package Leader in each country will oversee this process led by the CUIDAR Coordinator.

3. During the lifetime of the project all electronic data must be stored as anonymised, encrypted password protected files on the respective universities' / Save the Children servers in a drive folder accessible only by CUIDAR members.
4. Local data required to run and manage work packages must be stored in secure encrypted storage by the CUIDAR work package leader.
5. Audio and visual recording devices must be stored securely and all recorded files transferred at the earliest opportunity to encrypted password protected storage. Audio recordings can be transcribed and then placed in secure encrypted storage and destroyed at the end of the project.
6. From the end of the project electronic copies of anonymised transcripts and electronic scanned versions of consent forms will be archived for 10 years in secure encrypted storage on the Lancaster University server (as the CUIDAR Coordinator).
7. All personal identifiers (including the hard (paper) copies of the consent forms) must be stored separately from the dataset and destroyed once the end of project report is submitted and the summary of findings sent to participants.
8. Data will be collected, managed and stored according to principles set out in the UK Data Protection Act, 1988 and the new EU data protection (GDPR) legislation coming in to force in May 2018. This stipulates that a parent of a child aged up to 16 years old or the child participants once they reach 16 years old can request to have their images removed from the project data by contacting the Research Support Team, who manage the Data Archive at Lancaster University, via this generic email: rdm@lancaster.ac.uk
9. The CUIDAR project accords with the Spanish Data Protection legislation enshrined in ARCO rights http://www.uoc.edu/portal/en/_peu/avis_legal/drets-arco/index.html
This means participants have the right to know what data is held about them (e. g their name or recorded images); and if the data is incorrect they can ask to have it removed or corrected.

	<p>10. CUIDAR Project team leaders are responsible for management and storage of locally collected data (including visual and audio data). The CUIDAR Coordinator at Lancaster University has overall responsibility for data management; and checking that the Work Package Leaders are following data management policy.</p> <p>11. Visual data from this project will not be offered for public archiving. This decision reflects the sensitive nature of research with children, the need to ensure safeguarding and child protection, and the difficulty of fully anonymised images. The only exception will be in dissemination of any end of project video material or photographs created from work package activities and events (as noted above) (both at national and EU level) as a tool for children to communicate their messages. This will require additional consent (see Clause 8 and 9 above; and also 1.7 of CUIDAR Ethics Policy 4th Review).</p> <p>12. Photographs taken by child participants as part of any workshop must be only on devices issued by Workshop Leaders, thus ensuring that none of these can be shared on social media. Participants' mobile phones must be switched off during workshops.</p>
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Section 2: Codes of Safe Practice in Social Media

These guidelines for social media are integral with specific guidelines for visual data collection guidelines set out in Section 1 and follow recommendations drawn from the Save the Children Social Media policy. These guidelines should be read in conjunction with the Save the Children Safeguarding Guidelines and the CUIDAR Ethics Policy.

<p>2.1 Internet and social media</p>	<ol style="list-style-type: none"> 1. CUIDAR project partners must follow the agreed media and social media guidelines, as below; partners should ensure CUIDAR project staff follow these guidelines during project activities. 2. Data for dissemination via the public media requires informed signed parental/ guardian media consent specific to each project for all child participants included in the data for that project. The media consent form is available for CUIDAR partners to translate from the template provided by Save the Children. 3. The use of social media in the context of the project will include the CUIDAR website: www.lancaster.ac.uk/cuidar; the CUIDAR Twitter
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	<p>account @CUIDARProject.</p> <ol style="list-style-type: none"> 4. Participants (children and young people and adults) will be asked to turn their phones off in the workshop sessions, to preserve confidentiality, and the only interaction with social media during sessions will be via CUIDAR sites (i.e. CUIDAR managed social media, project partner websites and the CUIDAR website). 5. The workshop leaders may discuss tweets with the children (only aged 13 and above); but no tweets should be posted until sent to the CUIDAR Work Package leader to check that these social media guidelines are followed before posting. 6. Facebook groups may be used with a system of two people receiving notifications when there are new posts. A private Facebook group may be set up by project partners running a workshop to disseminate information about the project activities to participants aged 13 and above. No identifiable images of children and young people should be posted on Facebook. 7. Children and young people may decide in discussion with CUIDAR project staff to translate relevant topics or issues into English to be posted on the central website. 8. The image guidelines (see below Section 2.2) must be followed for all social media and when recording visual data for video, photographs or film.
<p>2.2 Image guidelines</p>	<p>When recording visual images the following guidelines must be followed:</p> <ol style="list-style-type: none"> 1. For all images used on social media or in any video for local project use that may be shared publicly: <ol style="list-style-type: none"> a) No individual, identifiable faces of children (see below for exception if filming for the CUIDAR films). b) Focus on action in workshop that features non identifiable images i.e. hands and feet; action boards; written or art activities. c) Children can be recorded in distant group images (when it would be hard to identify individual children). d) You are free to record audio interviews and use children’s voices for ‘voice-overs’. e) Follow the ‘Triangle of Risk’ whether for these image or audio recordings.

	<p>f) You MUST follow the Policy guidelines as above before filming. The CUIDAR Lancaster Coordinator is responsible for checking Project Partner teams are aware of and are following Visual and Social Media Policy guidelines.</p> <p>2. For all images for the CUIDAR Project Film:</p> <ul style="list-style-type: none"> a) Only record identifiable faces of children when full media consent is obtained. b) As above focus on action in workshop that features non identifiable images i.e. hands and feet; action boards; written or art activities. c) As above you are free to record audio interviews and use children’s voices for ‘voice-overs’. d) Follow the ‘Triangle of Risk’ whether for these images or audio recordings. e) You MUST follow the Policy guidelines as above before posting on Twitter or Facebook. The CUIDAR Lancaster Coordinator is responsible for checking Project Partner teams are aware of and are following Visual and Social Media Policy guidelines before posting.
<p>2.3 Safeguarding policy: summary points (see CUIDAR Ethics Policy and Save the Children Safeguarding policy for full guidelines)</p>	<ol style="list-style-type: none"> 1. CUIDAR partners will adopt a child safeguarding policy that includes incidental findings, to minimize the risk of any potential harm or damage for children and young people during participation activities. The project is following the Save the Children UK policy (see attached). 2. Ensure that all staff and people involved in workshop activities have confirmed they have read and accepted the project ethics and safeguarding policy. For project staff without experience and training in Child Safeguarding, CUIDAR partners must ensure that all project team staff undertake relevant Child Safeguarding training. 3. One person takes responsibility for child-protection issues at every workshop and event (known as the child-protection lead person). 4. The risk assessment of activities undertaken before every workshop and event should include child protection. 5. Ensure that children and young people’s participation does not expose them to harmful situations.
<p>2.2 Knowledge of policy and practice</p>	<ol style="list-style-type: none"> 1. CUIDAR partners and all members of a workshop team need to be aware of local child protection (which includes policy on incidental findings) regulations and requirements, and local procedures to follow should a child protection issue arise during workshops or events.

¹ For guidelines concerning children's assent ('positive agreement' and often considered as the child's consent) as part of the consent process see: consent and assent as outlined in "The Research Ethics Guidebook" (Institute of Education, University of London) <http://www.ethicsguidebook.ac.uk/Research-with-children-105>

² Save the Children 'Brand Identity Guidelines' p.68