

A Guide - Taking Photos Within Girlguiding

1. Why are you taking the photo? Think about why you want to take the photos: Memento of a memorable activity/event? Record of a Unit/District etc. milestone? To illustrate a girls particular achievement?
2. What are the photos to be used for: Posting to social media? Unit/District etc. scrapbook? Send to girls parents? Your own records? All of these? Different use perhaps needs different photos, one size many not suit all.
3. If you are taking photos of an activity you don't necessarily need to be able to identify the girls taking part. But useful to show parts of the uniform if worn.
4. Always try and get the best photo possible by thinking about the lighting and quality of the camera/photo, check the photo settings on your phone/camera. What looks good on a phone screen may not scale up to printing or viewing on a monitor.
5. Try and pose a photo, do you need lots of girls in the photo or would it look better with just one or two. Take more than one photo perhaps from slightly different angles.
6. Think about the background *Trees growing out of heads or inappropriate poster?*
7. If you do need to show the girls face you must check photo permissions.
8. Follow the guidance in [Girlguiding Managing Information/Photos and Videos](#).
9. Check parental permission before sharing photos or videos of young members on websites, social networking sites and other media sharing sites such as YouTube. This also applies to young members sharing their friends.
10. Avoid mentioning members' full names or including other information that could reveal their identities. Be aware that members' full names will be visible on Facebook and Twitter if you tag them, so think carefully about the content you are posting.
11. Consider disabling the ability to comment on YouTube videos. This is a great interactive feature, but it also allows users to post negative comments or abuse.

There are currently 3 different stages for photo permissions within Girlguiding:

1. **Photos/videos can be shared and published and used for marketing** - this means they are happy for photos, videos, storytelling and other visual and audio content of their child to be taken/collected, used for promotional and marketing purposes, published in public-facing media and shared within Girlguiding and with partners and local newspapers.
2. **Photo/videos can be used for unit use only** - this means they are happy for photos, videos, storytelling and other visual and audio content of their child to be taken/collected, used as a record of unit activities, not published in any public-facing media and not shared outside the unit. This may include unit specific social media channels (that are closed to the public).
3. **Do not take photo/videos** - this means they do not want photos, videos, storytelling and other visual and audio content featuring their child to be taken.