



Series: 1400 Outreach

Policy Name: Public Appearance, Confidentiality Agreements for Press and Public Appearances and Use of Creative Works

Policy Number: 1405

Origination Date: 11/01/13
revisions

Revision Date: 3/20/2023 no

References:

1. **Policy:** No children under the age of 18 can be identified by name or image by Communities Connected for Kids in any photographs, and their creative works cannot be used for the agency's publicity purposes, unless permission is granted by the child's parents or caregivers. Children in out-of-home care whose parental rights have not been terminated cannot for any reason be identified in photographs taken by or on behalf of the agency for publicity purposes. This policy pertains to the agency's use of photographs and is not meant to conflict with "normalcy" laws or the Department of Children and Families' Online Social Networking Policy that acknowledge a foster child's right to live a normal life.
2. **Purpose:** To maintain a child's right to privacy.
3. **Scope:** The policies and procedures described in this plan apply to all Communities Connected for Kids' children in care.
4. **Procedures:** The following procedures are to be followed by the agency:
 - a. Children under the age of 18 cannot be identified in any photographs taken and published by the agency unless permission has been granted by that child's parents.
 - b. Children in out-of-home care, whose parental rights have not been terminated, cannot for any reason be identifiable in photographs taken by or on behalf of the agency for publicity purposes. Children whose parental rights have been terminated may be photographed under controlled conditions e.g. to facilitate adoption. The last names of these children cannot, under any circumstances, be used in publication.
 - c. Children can participate in news stories but cannot be identified by their last names unless permission has been given by the child's legal guardian. Children in out-of-home care cannot be identified by their last names.
 - d. The child's caregiver, the community relations director or a representative of the community relations director will be present at any agency-arranged meeting during which a child will be interviewed for any publication.
 - e. Permission must be given by the client or legal guardian prior to: 1) Identifying that client's involvement in the child-welfare system, 2) Using the client's creative works, 3) Publishing photographs, videos or audio files that identify the client.

Approved by: 
Carol A. DeLoach, CEO