



COMMUNICATIONS SUGGESTIONS

(to be read and discussed with all volunteers and staff)

For the protection of our staff and the children that we work with, please take the time to understand and discuss different options that you have regarding communication of information, publication of images and videos, and protection measures in place to respect the rights and well being of everyone.

PUBLISHING

"Publishing" refers to the use of images, video or information as a communication tool for third parties. This can refer to:

- a. Posting anything on facebook; photos, videos, status updates, etc. All this information is being made public as it can be seen by "third parties" being your friends or the public.
- b. Giving a presentation at a church. Every viewer (friend, family or stranger) in the "audience" is a third party.
- c. Posting a blog post online or writing in to a newspaper. Every person who has access to this information in the public sphere is a "third party".
- d. Many more examples.

As you have just agreed to, ARK International policy is that permissions must be given before photos/video/etc. of any sort (that could communicate identity of an individual) can be taken. If the photo/video/etc. is intended for publishing (as described above) then it is your responsibility to ensure the subject of the photo/video/etc is fully aware of the scope of the "third party" that will see their information. This means that if you want to create a presentation for a church, communicate that. If you want to post a photo on facebook or elsewhere on the internet, the subject of the photo (for example) should understand that their picture is being put in such a public, accessible medium.

General universal guidelines to remember include:

- a. Do not communicate the subject child's home nation.
- b. Do not communicate the name of the subject child's community.
- c. Do not communicate the name of the subject child.
- d. Do not communicate any identifying features (i.e. scars, tattoos, etc) of subject.
- e. Do not take pictures or video of children who are not wearing clothing.

REGARDING STAFF

1. Some of our staff members work in volatile situations that could be adversely affected by the publication of their information or likeness. To ensure the overall effectiveness of our ministry and safety of all of its members, we ask you to respect their right and potential requests to not have their information or likeness to be communicated in any way.
2. At the time of this reading, any staff members this particularly applies to will be made known. If there are no staff members at this time to whom this precaution applies, please remember that permissions are required by ARK International staff and, like yourself, have the right to refuse the publication of their image or information.



SENSATIONALIZING

When you are communicating to friends and family back home of your experience with ARK International please remember to be respectful of everybody. While obviously this applies to not slandering anybody, it also applies to sensationalizing what you see.

Ensure that you are respecting the autonomy and individuality of every human being. No child is an "advertising tool" for fundraising or is to be used in an attempt to get emotional response. We would ask that sensationalized text or images *not* be used to communicate situations or events that are misrepresentations of your experience, or the state of the people with whom you meet.

