**Supported Internship (SI) Programme**

**Obtaining Consent for Educational/Publicity/Promotional Purposes**

**2020-21**

**Scope**

All CW&C SI learners. It is the CW&C Supported Internship programme team policy that where we are planning to use an image (photograph or video film) or record an interview with an individual for materials to be used for the collection of learning evidence and/or to go into the public domain eg to publicise/market the Supported Internship programme, consent must be obtained by the appropriate person as set out in the following consent form.

**The purpose of the consent form is:**

* To provide information to the person giving consent so they can make an informed decision.
* To be clear about what consent has been given.

The consent form should be completed in the presence of a member of the CW&C Supported Internship team who can explain the implications of the form and can answer questions about it.

The consent form must be completed before the photography/video filming or interview takes place. We will always ensure you are happy with any content written prior to publishing.

**Why does the SI programme team need images and interviews?**

* We need to collect learning evidence to support learner progression and evidence to assist in gaining a qualification
* We need to take photographs and video film or undertake interviews with clients to help promote our work and advertise the service
* Encourage employers to work with us.
* To motivate and encourage other residents that may need the support of the service.
* Recognise success – we want to tell clients’ stories and to celebrate their achievements.

**How are the images used?**

We use images in a range of materials to promote Supported Internship as a whole and to illustrate areas of our work.. This includes (but is not limited to) photographs of classroom group activities forming part of the evidence required for qualification achievement, advertisements and other publicity materials such as leaflets, brochures and posters, direct mail, books, newspapers, magazine articles, television programmes and publications for the Internet (websites and or social media).

**How long does consent last?**

Consent continues with no time limit, however, images of group activities used for accreditation purposes will only be kept until the qualification end date has passed. Other images used in marketing materials will be used on an ongoing basis.

Image consent can be changed or withdrawn at any time by notifying the SI team by contacting skillsandemployment@cheshirewestandchester.gov.uk

We cannot withdraw images/articles already published but we will not use the image/article again should consent be withdrawn.

**Pros/Cons of participating in an interview or having a photograph taken**

**Pros:**

* Increased awareness of difficulties faced
* Supporting peers/other adults with difficulties
* Personal growth, increased confidence
* Recognition of achievements

**Cons:**

* Difficult to contain what happens with an image/interview when it’s out in the public domain, for example it could be shared several times on social media platforms (Facebook, twitter, Instagram etc.)
* Increased recognition, could be recognised while out and about locally
* People may form opinions about you without knowing you

After discussing this with a member of the Supported Internship team, please indicate on the form below if you are happy to still participate in an interview or have your photograph taken with a view to us using the image as part of your qualification portfolio of achievement, publicity materials promoting both the Supported Internship programme and your achievements.

**Cheshire West & Chester Council Supported Internships**

**Consent to Participate in Visual Images**

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| --- |
| Images and associated case histories are used in the following mediums – learner portfolios of evidence, promotional publications, on video/DVD, on our Cheshire West and Chester Council website, on social media and in press releases. We will only use your image(s) and associated case history in the medium(s) you have agreed to:Please tick yes or no: |
| Medium: | Yes | No |
| Learning evidence as part of the programme |  |  |
| Press ReleasesNewspapers etc. |  |  |
| Promotional MaterialsBrochures/Leaflets etc. |  |  |
| Website/Social MediaCW&C website/Facebook etc. |  |  |
| Video/DVDFor YouTube etc. |  |  |

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| --- |
| Please confirm that this consent form has been explained and discussed fully with you by a member of the Supported Internship team: |
| **Staff Name:** |  |
|  | **Yes** | **No** |
| Please tick: |  |  |
| **Intern signature:** |  |
| **Staff signature:** |  |
| **Date:** |  |

I give consent for you to use my photo/image and associated case history for Supported Internship learning evidence, programme publicity and/or promotional purposes in line with the permissions agreed above. I understand that I can withdraw my consent at any time:

|  |  |
| --- | --- |
| **Intern Name:** |  |
| **Intern Signature:** |  |
| **Date:** |  |
| **For SI under 18 years old: Counter signature of parent/carer:** |  |
| **Name of parent/carer:** |  |
| **Date:** |  |