



Photography/Filming/Recording (PFR) Policy Guidelines and Procedures

Description: This policy describes the guidelines and procedures for Photography/Filming/Recording (PFR) at Angkor Hospital for Children (AHC).

Policy for: All staff, volunteers and visitors

Responsibility: Policy Committee

Pages: 5 pages

Policy Statement:

Angkor Hospital for Children is committed to providing a high standard of health care for children in Cambodia. Therefore the quality, consistency, accuracy and appropriateness of photographic images, film images and recordings should create an understanding and impression of AHC that reflects the high quality health care services given to children. At the same time protecting the rights of the child must remain paramount in the obtaining of these images and files.

I- Permission to take photographs can fall into one of five categories

1. Visitor requests
2. Volunteer / student requests
3. Staff requests
4. Clinical (for AHC or external use)
5. Promotions (produced by AHC or externally)

Guidelines:

Anyone taking PFR at AHC must complete and sign the “AHC PFR” agreement form. In doing so the individual agrees to comply with AHC PFR guidelines of taking and creating positive images and using the products accordingly and responsibly.

1- Visitor requests

Visitors are not permitted to take photographs on the grounds of AHC and will all be asked to sign a **“No Photography” agreement form**.

Visitors wishing to take photographs for promotional purposes need to apply for permission through the Development Department at least one week prior to visit. They must read and sign the **“AHC PFR” agreement form** and visibly wear an **“Authorized Photographer/Filmmaker”** card at all times.



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2- Volunteer / student requests

Volunteer and students are permitted to take photographs on AHC grounds but not in clinical areas. Photographs must not contain images of patients or their families.

3- Staff requests

Staff are permitted to take photographs on AHC grounds. Photographs must not contain images of patients or their families.

4- Clinical images (for AHC or external use)

- a) Permission must be given by the Chief of Department and an “AHC PFR” agreement form must be signed before a clinical photograph can be taken by AHC staff or visitors alike.
- b) Informed written consent from the child or caretaker must be obtained before the photograph is taken.
- c) Photographs must be taken on an AHC-owned camera (AHC staff) or professional camera (volunteers/visitors). Smartphone photography is NOT allowed.
- d) All efforts to anonymize the photograph must be taken.
- e) All images must be shared with the Development Department to be stored on a secure part of the AHC server.

5- Promotional Materials (produced by AHC or externally)

- a) Upon admission to AHC all children or their caretakers will be told that photographs are regularly taken in the hospital for promotional use. Parents are asked for verbal permission. If they refuse a sign will be placed on that patient’s bed and no photographs will be taken.
- b) High quality, pre-approved PFR images and files are available for use through the Development Department.
- c) A copy of any PFR taken at AHC must be sent to the AHC’s Development Department within a week.
- d) The AHC Development Department is responsible for approving **all** PFR for use. This includes images being used for internal (AHC) or external use i.e. newspapers, magazines, websites, films/video or other media, newsletters, Power Point presentations for teaching, conferences, seminars, fundraising, reports, proposals and informational brochures.
- e) Any funds raised from PFR material taken at AHC should be donated to AHC.



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II- Photography/Videography Guidelines

The following guidelines should be followed when obtaining images and files:

- No child will be photographed without clothing; this is a child safety issue and one that conforms to the International Child Protective protocol.
- The only exception is when children are in hospital with blankets and medical devices attached to them that obscures the identity of the child and/or areas between the child’s knees and shoulders.
- Images should be positive. They should not show children crying, in pain, or suffering. Some examples of acceptable photos are shown below:

Positive and Emotive OK to Use



Positive Loving and Endearing OK to Use





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III- Procedures for visitors to apply for AHC photography consent:

1. Anyone interested in conducting PFR must seek approval from the AHC Development Department Director at least one week prior to their visit.
2. The applicant will receive confirmation of their PFR request within two days and if approved, send the **“AHC PFR” agreement form** for signature.
3. If approval is given, the visitor conducting PFR must:
 - a. Complete and sign the **“AHC PFR” agreement form** and return it to the AHC Development Department prior to arrival at AHC.
 - b. Meet with the relevant Department Director(s) before under-taking PFR.
 - c. Be accompanied by a Development Department staff member or a staff member designated by the Development Director who will gain permission from the parent of each child photographed. Someone must be with the PFR visitor at all times.
 - d. In any incident of this policy not being followed the person responsible can be directly stopped by any member of AHC staff. AHC staff should notify Development Department staff and the Department heads if they see anyone not following this policy.
 - e. In cases where personal or case based information is taken along with the PFR (available for AHC staff only), written consent must be obtained prior. This includes any patient information used for fundraising, reporting, public awareness campaigns, etc.
 - f. When the purpose of the PFR is for research purposes, written consent must be obtained prior. This includes following the treatment of a particular patient or a medical procedure.






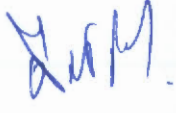


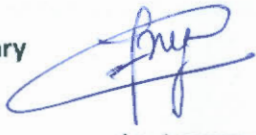

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Updated: 18th August 2015

Next Policy Review Date: To be confirmed

**This policy is effective from the date of the Managing Director's signature.

Verify by Policy Committee

1. Dr. Ngoun Chanpheaktra 
- 1- Mr. Tep Navy 
- 2- Ms. Visal Maray 
- 3- Mr. Yun Linne 
- 4- Dr. Ngeth Pises 
- 5- Ms. Sinketh Arun 
- 6- Ms. Vanna Dary 
- 7- Ms. Nicky Jurgens 

Managing Director Approval

Date: 18th August 2015

Signature: 
Claudia Turner