

SHELTERBOX CONTENT GATHERING

GUIDELINES FOR CONSENT

These guidelines are designed to protect the people whose stories and images we share in all ShelterBox materials, digital channels and in the media.

ShelterBox obtains informed consent for case studies and testimonials, photographs and video.

INFORMED CONSENT

Consent to use photos/ testimony and footage should be informed, meaning the person understands why ShelterBox wants to interview, photograph and video them, what it will be used for, and where the material will be used.

Informed consent can only be achieved in the person's own language. **Unless the interviewer is fluent in the local dialect, a translator is essential.**

To ensure we are obtaining and using material which protects the dignity and rights of the subjects, we always require informed consent. Where the subject is a child, we must seek informed consent from the adult responsible for them.

Reading the situation and working with the team

Before you head out in the field, agree with your team how you are going to approach asking for consent. Think about the cultural context. It's important that whoever you are approaching is clear that she/he can say no.

It is important to respect an individuals' rights to refuse to be photographed, filmed or interviewed. And ensure contributors are aware of their rights, to

- change anything regarding the set-up of the content gathering
- decide not to answer a question
- stop participating at any point

EXPLAINING THE CONSENT PROCESS

Translating consent forms

Wherever feasibly possible try to use consent forms that have been translated into the local language. The Brand & Content team have forms readily available in some languages for you to use [add languages and link here].

Where a translated version is not available, make it a priority to work with your translator to write a version of the script in the local language that you can use. If this is not possible, make sure that you have talked the content of the form through with the translator ahead of going out into the field so that she/he can explain it fully.

Script and points to remember.

Read aloud the wording from the consent form:

[ShelterBox uses stories from around the world to tell supporters about the work it does and raise money through fundraising.](#)

By signing this form, you give us permission to use the images/videos/audio of your child and any information you have given us about him/her in our communications (including but not limited to print, audio, online, social media, television, radio, audio-visual).

You can use the visual examples on the bottom of the form to help explain where content might be used. Please tear the bottom of the form off and leave behind as it has details of how to get in touch.

Additionally, make sure you explain:

- content gathering is not connected to distribution of aid. Depending on the stage of the deployment – this could either mean explaining that the person may not necessarily receive aid. Or post deployment – that we are not bringing more aid.
- to get in touch if they change their mind about giving consent.

RECORDING CONSENT

Written. Wherever possible informed consent should be written using the forms provided. This is ShelterBox best practice. Written consent is a requirement from some external parties – for example for emergency press ads in the Guardian.

Where written consent is not practical or possible.

Affirmative mark. A mark such as a cross or finger/thumb print using an ink pad.

Audio/video. This is a second option for capturing consent – where written consent is not practical or possible. Please ensure that the text on the consent form is read in full. Note that this might mean the content cannot be used in some circumstances (for example, press ads)

Press advert requirements (as of July 2018) – currently only The Guardian requires written consent. All other national papers we work with do not require proof of consent.

RECORDING NAMES AND WHEN TO CHANGE NAMES

We only use first names. If someone writes their full name on the consent form, it will only appear on the form and not on any other documentation.

Always give an option for people to change their name and record this request on the consent form. If someone would like to change their name, please also ask for a preferred alternative name and record this on the form. The beneficiary's real name will only be stored on the consent form.

If there is any concern for safety and security, names will be changed as standard. ShelterBox Operations team will advise in these situations.

CONSENT FORMS

- Group or community
- Family (please record first names of the all the family)
- Adult
- Child (any child under 13 years old will need consent from an appropriate adult).

ShelterBox consent forms are available to download at:

https://shelterboxtrust.sharepoint.com/:f:/s/thebrandandcontentgroup/ErUIOp0h4-VKiz7H0Q0z_NgBth-DxVT4BbzZb2nl_XZvHg?e=OCTyDR

GROUP OR COMMUNITY CONSENT

It is best practice to make sure you have agreed community consent before gathering any content in a community. This might be with a village leader, representative or elder. Community consent forms can also be used in other group scenarios – such as schools (where this is appropriate at the school) or religious places.

Please make it clear that individuals within the community have the right to opt out individually and can make that known to you.

When individuals are not the main focus of an image but they are recognisable it is best practice to get consent. However, this isn't always practically possible and individual consent is not a requirement for scenic and group photographs unless the context of the photo reveals information about that individual which is considered personal or sensitive (health, sexuality, asylum/refugee status, political beliefs, religion).

RETURNING AND STORING CONSENT FORMS

Please return consent forms to the Brand and Content team either as hard copies or via brandandcontent@shelterbox.org

Consent forms are stored in a secure place. No hard copies are kept.