PROCEDURE TITLE	Client Photographs and Videos Procedure	**DOCUMENT ID**	PROG DEV-0202.03
OWNER	Senior Vice President of Emerging and Prevention Services	**CREATION**	7.27.2021-Board
STANDARDS AND REGULATIONS	**COA:** **Admin Code:** **Statute: §** 409.145 Fla. Stat.	**RENEWAL DATE**	2.2028
RELATED OMC POLICIES / PROCEDURES	Child Protection Policy/Procedure, Client Records - Release of Information Procedure	**LAST MODIFIED/ APPROVAL**	11.2025 – Chief Operating Officer
APPLICABLE TO	1 – All Staff All Volunteers	**EXPERT REVIEW**	

PURPOSE

This procedure ensures that One More Child is above reproach in all aspects relating to photography, videography, and confidentiality to protect the clients being served, integrity of the ministry work, and any staff or volunteers associated with the individual program.

FORMS AND REFERENCE DOCUMENTS

Title	Location
Photo/Audio/Video Release Form (Adult)	Click here to view
Photo/Audio/Video Release Form (Youth)	Click here to view

DEFINITIONS

Term	Definition
Fully dressed	Wearing both a shirt and some type of bottom garment (more than just a diaper) and never a bathing suit.

PROCEDURE

One More Child (OMC) may at times request to capture photos of clients for a variety of purposes. Audio recordings, photographs, videos, and other forms of media may be used in client records, case files, promotional printed materials, electronic promotions, websites, and social media.

Each client must sign a Media Release form prior to any audio recording, photos, videos, or other likeness being captured. If the client is a minor, the release must be signed by their parent/legal guardian. If the child is in foster care, the form must be signed by their legal guardian. This is required to protect the clients served by OMC as well as its staff, and reputation.

Clients must be fully dressed in all photographs and videos, and captured or posed in appropriate situations. Children may never be included in photos or videos when wearing bathing suits or just diapers, nor shall they be captured or posed bathing or being toilet trained.

When an image is shared electronically, it may not be labeled (or tagged) with the client's actual name or location without proper consent. If the client is an adult, they may grant permission for their first name to be used in certain situations. All questions regarding audio clips, photography, and videography are left to the discretion of the proper executive director, proper Senior Vice President, and the Vice President of Strategic Communications.