



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Photo/Video Procedure

The Summit Area YMCA encourages the use of social media and communication with parents with children in YMCA programs while balancing the safety and protection of the children we serve. These practices were created to manage that balance.

Photos of children in our programs should be taken only with YMCA owned devices including: cameras, ipads, tablets and the like.

With written permission that is maintained in the personnel file, authorized personnel may use a personal mobile device following these procedures:

1. The photo/video will not be used for any other purpose than official YMCA business
2. Any rights the photographer has to the use of the photo for other purposes will be waived
3. Once the photo has been published and stored on a YMCA network, it must be deleted from the personal device. This must happen within 10 days of the date the photo was taken.
4. Employee or volunteer that does not follow these procedures understands that would be considered at the same level as a violation of our Code of Conduct and may be terminated.

Please limit and carefully consider each request for this permission. Only identified necessary staff should be granted permission. As a guide, full time and part time plus positions are ideal candidates. Only part time employees in supervisory roles should be considered.

Request to use personal device to take YMCA photos

Name _____ Position _____

Has this employee completed Child Abuse Prevention Training and signed the Summit Area YMCA Employee Handbook and Code of Conduct?

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Yes

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No

Name of Executive supporting this permission

Signature of Executive

I understand I am releasing all rights including copyrights or future access to any photos that are taken as a part of the YMCA program. In addition, violation of following these requirements may result in disciplinary action up to and including termination.

Employee Signature
