

ORC:
OAC: 5101:2-15-13
CFSR:
Board:
Other: _____

Next Review Date: January 2022
Last Reviewed: January 2019
Review Responsibility: Director of Communications Division

FCCS PROCEDURE

NO.: 2E

**SUBJECT: SECURING RELEASE OF CHILD'S
PHOTO OR FILMING OF A CHILD**

Approved by: Executive Council

Effective Date: 11/2008

Date(s) of Revision: 1991; 1998; 2003; 4/2004; Feb 10, 2010; Mar 12, 2013; Jan 15, 2019

Responsible for Implementation: All Staff and Communications Division

Procedures: Before Communications Division can use a child's photograph in a publication or visual presentation or have the child appear on television, a Communications Division staff member must secure a signed Photo/Filming Release.

- 1) If the child is under permanent custody of the Agency, the Executive Director signs the release.
 - a) The Communications Division staff member will secure the approval of the child's case manager, and
 - b) Send the release form to the Executive Director for signing, witnessing and returning to Communications Division.
- 2) For children in all other legal statuses, a Communications Division staff member must contact the child's case manager and request concurrence and cooperation in securing a signed media release form by parent or other legal guardian. The child's parent or guardian signs the release.
 - a) Service worker or designated case aide will obtain the Photo/Filming Release form from the Communications Division's webpage.
 - b) The service worker or case aide obtains the parent's or guardian's signature on the release form and then signs the form as witness. In some cases, Communications Division staff may secure the release if approved by the case manager.

- c) The signed release is returned to Communications Division and kept in accordance with records protocol.
- 3) If the release is more than six months old when the Communications Division plans to use a child's photo, the Communications Division staff will call the case manager or service worker to make sure the child's legal parent or guardian has not changed. If there has been a change (for example, through adoption), a new release will be completed before the photo is published.