



Photo Guidelines

Refer to the *Code of Conduct for the International Red Cross/Red Crescent Movement and NGOs in Disaster Relief*:

'In our information, publicity and advertising activities, we shall recognise disaster victims as dignified human beings, not hopeless objects;'

And also the **Reuters Terms and Conditions for use of photographs by AlertNet members**:

'If in doubt about fair usage, try to put yourselves in the shoes of the person or people depicted in the image and ask: "Am I exploiting or helping?"'

Purpose

Our aim is to show the impact of housing on peoples' lives, whether that is decent housing or inadequate housing, and how safe, decent housing can be achieved through a transformative participation. It is our duty to respect the dignity of the people we photograph or video, whatever their situation.

Guidelines

A. People

- In photos and videos, children and adults should be appropriately clothed
- Never exploit a person's vulnerability, and always assess how the photos/videos you take will impact on the safety, well-being and rights of the person being portrayed.

B. Habitat for Humanity

- Your photographs should reflect the spirit of the mission and values of Habitat for Humanity. This includes partnership, transformation, empowerment and working with people regardless of gender, background, religion or nationality.
- When planning your shots, try to show the interaction between people and their homes, not just the buildings.

C. Global Village

- Volunteers should respect the onsite health and safety guidelines given to them. Please refer to your trip protocol guidelines which refer to behaving appropriately on site.

Permission

Habitat for Humanity homepartners and Global Village volunteers have already given their permission for their photographs and videos to be used by Habitat for Humanity.

Habitat for Humanity GB requires written or verbal permission from an adult or guardian when:

- The subject is under 16 and can be recognised from the photograph or video and/or accompanying information



- There is information in the photograph or video that is potentially sensitive (includes racial or ethnic origin, religious beliefs, physical or mental health, political opinions, trade union membership, sexual life or anything relating to the commission (alleged or otherwise) of any offence and related proceedings)

If either of these situations apply then the person should be asked to sign the Habitat for Humanity photo release form. A parent or guardian must sign and be informed regarding the use of a child's image or story. The child should be informed in an age appropriate manner and give permission for use of his or her image and/or story. Where possible the form should be translated into the local language, and, if the parent/guardian is illiterate, be read aloud.

When the above criteria do not apply, informed consent from the subjects may be sufficient. In these situations, the photographer, reporter or cameraperson should clearly identify themselves and explain the general purpose of their photographing or reporting.

If you are asked to stop filming or photographing by a member of Habitat for Humanity staff, team leader or member of the community please do so.

Photograph checklist Please use a digital camera where possible and provide captions for each photo or group of photos as described below. Please turn off the date stamp on your camera and set your camera to the largest image size.

<p>1. Photographs in poverty housing (and outside) (20 photos)</p>	<ul style="list-style-type: none"> • Show the problem • Normal family life: eating, cooking, children playing/studying, income generation, water/sanitation • Images of the surrounding area, including the general living standard of the neighbourhood. • All the family in the home together. Horizontal and vertical, from distance and close ups. • Photos in each room to show the full house. It is good to have a person in these photos. • The family outside, in front of or behind the house.
<p>2. Photographs of the HABITAT FOR HUMANITY intervention (20 photos)</p>	<ul style="list-style-type: none"> • Family taking in part in training/sweat equity/community activities (as many as applicable) • Family working together with volunteers or VIPs (if applicable) • Process of building, materials being used • Foundations, walls, roof, sanitation facilities

Video checklist Make sure you show the homepartner speaking in their old/new home. Use the questions given above as a basis for the interview. Please provide a translation of the interview if it is not in English. For each piece of video footage please provide a caption as for the photos.

<p>1. Interview with homepartner in their</p>	<p><i>Talk to the family members about the difficulties they face in their life – health/education/income/work/security/water/sanitation etc. Include family members in the house, showing the general standard of the house/surroundings and any particular</i></p>
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problem situation / old home	<i>features. Ask the homepartner to show you the main problems/challenges they face in their current situation.</i>
2. Interview with homepartner during construction/ intervention	<i>Show the homepartner and/or volunteers taking part in training/sweat equity/community activities. Ask them about their hopes for the future. Ask them to show you what they are doing.</i>

Photograph/video Captions template (for each group of photos or videos please provide a list of all the photographs together with a brief caption, and the following information):

Photographer/videographer name:		Contact details:	
PBF code and name:		Location:	<i>Country/town/village</i>
Family name:			
Family short profile:	<i>Names and ages of family members, brief description of the situation.</i>		
Photo/video file name	Photo description / caption for each photo/video	Date photo/video taken	
<i>(list all file names)</i>	<i>(names of people in the photo, what they are doing, where they are, any other important features)</i>		
<i>e.g. 145-ZFG-9</i>	<i>e.g. Bob Mlala cooking in his mouldy, substandard kitchen</i>	<i>e.g. 21st December 2010</i>	
<i>e.g. 187-ZFG-8</i>	<i>e.g. Bob Mlala and his son drinking water from the stream</i>	<i>21st December 2010</i>	



Photographic Release Form

I, _____ (name), agree that Habitat for Humanity may use photographs/videos/audio recordings of me (/and my family) (*delete where appropriate) in order to publicise and generate support for the work of Habitat for Humanity around the world. I understand that the photographs/videos/audio recordings may be used for any purpose and in any medium (including but not limited to print, audio, the Internet, television, radio, audio-visual).

I understand that Habitat for Humanity will respect my dignity when using photographs/videos/audio recordings of me (/and my family).

Date: _____

Location: _____