

CLIENT PHOTOGRAPH POLICY ACKNOWLEDGMENT BY GUARDIAN / AUTHORIZED REPRESENTATIVE

Grafton recognizes that photographs of friends and family enrich our lives and an individual who lives at Grafton should be able to have such photographs. Grafton assures that photographs of clients are handled with sensitivity to confidentiality and with respect for the client. Grafton is not able to assure confidentiality of photographs of clients when those photographs are used for clients' personal purposes.

When clients are admitted, a photograph will be taken and placed in the client record for purposes such as to support identification by new staff, in the event of a runaway, and for possible verification of a client prior to medication administration. This photograph included in the case record is released following established protocol for release of information from the client record. Photographs are not taken or used for an employee's personal use.

Additionally, photographs may be taken of clients WITH permission of a manager in accordance with the following specific guidelines:

- Photograph is used in construction of daily activity schedule when it is key element in the client's ability to understand the schedule and/or used in construction of teaching tool (such as task analysis) when use is key element in client's ability to comprehend instruction.
- Photograph is used to recognize and celebrate client accomplishments and activities, such as on an internal bulletin board. Such photographs will not be placed in public areas such as the site's entry area or lobby but may be placed in hallways and other areas.
- Photographs may be given to clients who are included in the picture for their personal use.
- As part of the educational alternative assessment process required by certain states, photographs may be sent to a third party assigned to evaluate the client's assessment portfolio. Separate specific guardian consent is secured for this use in accordance with regulatory guidelines.
- Photographs must be taken with a Grafton-owned camera, no personal or cell phone camera.
- All photographic images must be respectful of clients, never exploitive, embarrassing, or demeaning.
- Storage of photographic images of clients (prints, negatives, digital storage such as CD's and memory sticks) will be handled in such a way as to protect the privacy and confidentiality of clients. For example, digital images will not be e-mailed outside of Grafton's protected intranet (grifton.org). Copies of such negatives or digital images will not be personally retained by Grafton employees.

Use of client images conveys important information about Grafton as a service organization and gives potential clients an image that may help them relate to what the organization can offer them. Additional informed consent specific for external purposes, including marketing, will be obtained. After such consent, if a client's picture is used in marketing materials, the parent/guardian will be informed that such use has occurred.

As guardian/authorized representative of _____, a client at Grafton,
(Client Name)

I, _____,
(Guardian/Authorized Representative Name)

Authorize use of photographs in compliance with Grafton policy.

Do not authorize the use of photographs.

Signature of Guardian/Authorized Representative Date

This authorization will stand in effect until such time as it is revoked or changed in writing by the guardian/AR.