

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Legal, Juvenile Court & Custody Issues
Policy Number: 7.05.02
Policy Name: Child Involvement in Publicity Activities

Original Effective Date: 11/30/1994
Revision Date(s): 06/30/2008
Current Revision Date: 03/01/2015
Approved By: Richard B. Werner

PURPOSE: To protect the rights and confidentiality of case information for children who may become involved in publicity activities that apply to recording, photographing or filming.

SCOPE: This policy applies to all Cuyahoga County Division of Children and Family Services (CCDCFS) employees and all children with an active CCDCFS case.

POLICY

No child shall be involved in any publicity activity (recording, photographing or filming) that is contracted or coordinated by another entity other than CCDCFS, without the prior written informed consent of the parent, guardian or legal custodian of the child **and** the Administrator of CCDCFS. As applicable, prior written, informed consent must also be obtained from the youth when they are 13 or older.

PROCEDURES

- I. If CCDCFS has a Permanent Planned Living Arrangement (PPLA) or Temporary Custody of a child, the Worker of Record (WOR) obtains prior written, informed consent from the parent, guardian or legal custodian of the child and the CCDCFS Administrator or Administrator's designee. This would include any publicity activity that involves (recording, photographing or filming) by CCDCFS or another organization or entity.
- II. If CCDCFS has permanent custody of the child, the WOR obtains prior written, informed consent from the CCDCFS Administrator or Administrator's designee and a copy of the authorized consent form is provided to the child and his or her caregiver.
- III. If the child is part of an In-Home Voluntary Services case, the WOR obtains prior, written, informed consent from the parent or legal guardian and the CCDCFS Administrator or Administrator's designee. This would

include any publicity activity that involves recording, photographing or filming by CCDCFS or another organization or entity.

IV. The WOR ensures all written consent forms are filed in the case record.

SEE ALSO:

**Relevant Code(s)
Related Policies**

FORMS:

Consent Form