

Photographs and video recordings of children, young people and vulnerable adults

Guidelines:

- The use of images is governed by the requirements of the Data Protection Act 1998. This states that a person (parent or carer) must have given explicit permission before any personal details can be published – including via the internet. Personal details include names, addresses, phone numbers, photographs, email addresses and even photographs of people’s houses.
- The diocesan policy and responsibilities for safeguarding and the protection of children, young people and vulnerable adults require that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult.

Good practice guidelines for photography or video recording at church events

- Use the attached consent form (see below) as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.
- Photography or video recording should focus on the activity or on a small group not on a particular child, young person or vulnerable adult.
- If a child, young person or vulnerable adult is named avoid using their photograph or video recording.
- Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or vulnerable adult must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at the event should register with the event organiser.
- All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.
- At large events set up photo or video recording opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child, young person or vulnerable adult to take part in the event but not to be photographed or video recorded.
- If there are children, young people or vulnerable adults at an event for whom you do not have a completed consent form put the Notice about Photographs or Video Recording (see below) in prominent places or in the event programme and make sure official photographers and video recorders are aware of these guidelines.

Guidance on the use of photographic material in the parish, including the internet

Diocesan churches and organisations creating their own website are encouraged to observe the safeguarding guidelines below and to regularly review the pages of their site so that it remains up to date, effective and safe.

Guidelines:

- Photographs and video recordings are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents, guardians or carers before using photographs or video recordings of children, young people or vulnerable adults on a website.
- Children, young people or vulnerable adults should not be identified by name or other personal details. These details include e-mail or postal addresses and telephone numbers.
- When using photographs or video recordings of children, young people or vulnerable adults, it is preferable to use group pictures. When a photograph or video recording of an individual child, young person or vulnerable adult is used, names or other personal details should not be used in any caption.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children, young person or vulnerable adult in suitable dress to reduce the risk of inappropriate use.
- The use of inappropriate images should be reported through the standard procedures (statutory authorities and diocesan safeguarding adviser) to reduce the risks to children, young people or vulnerable adult's.
- Consider advertising events simply by giving contact details of the adults responsible.
- When posting activity ideas for children, young people or vulnerable adults ensure they comply with good safeguarding practice.

Church Photography, Video Recording, the Internet Publicity Consent Form

At **[church name]** we take the issue of safeguarding very seriously, and this includes the use of images of children, young people and vulnerable adults. We occasionally include images of children, young people and vulnerable adults in publications and on our website, but we have a duty of care which means that children, young people and vulnerable adults must remain unidentifiable, reducing the risk of inappropriate contact.

We ask that parents, guardians or carers consent to the church taking and using photographs or recorded images of children, young people or vulnerable adult. Any use of images at **[church name]** is underpinned by our Safeguarding Policy. The full name of a child, young person or vulnerable adult should never be included alongside an image.

Please complete, sign and return this form to
[named person] [church name]:

I consent to photographs or video recording of the person named below, appearing in church printed publications or websites. I understand that the images will be used only for church purposes and that the identity of the person will be protected. I also acknowledge that the images may also be used in and distributed using other media, such as CD-ROM.

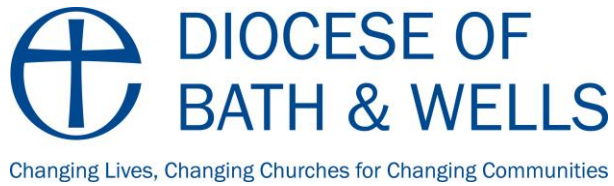
Name of child, young person or vulnerable adult

Name of parent, guardian or carer

Address

Signature

Date



Events – Notice about Photographs and Video Recordings

It is possible that during this event that a child, young person or vulnerable adult may be photographed or video recorded. The diocese/church will take all steps to ensure that these images are used solely for the purposes that they are intended.

If you become aware that these images are being used inappropriately you should inform an official as soon as possible. If you would prefer that a child, young person or vulnerable adult photograph or video recording is not taken please advise the organiser.