

Policy for taking, using and storing photographs and video recordings of children, young people and vulnerable adults

Taking photographs and videos at church events:

- Permission of the individual being photographed must always be obtained. Where children or vulnerable adults are involved, the permission of the parent or carer must also be obtained.
- If informal photographs and videos will be taken during a church event, that information should be included in advance publicity and in the event programme.
- Those using their own cameras to take photographs or videos for the church must be aware that the resulting pictures are not to be duplicated, distributed or stored for personal use.
- All people taking photographs or videos for official use must first register with the event organiser.
- When taking photographs of church events, or of church activities, permission from the event organiser must be obtained beforehand.
- When taking photographs or videos for specific purposes, ensure beforehand that the subject is aware how the photographs or videos will be used. The photographer must not deviate from this agreement.
- If required, the photographer must complete a photographers' consent form.
- A photographic consent form must be used for church groups such as choir and bellringers, at the same time as contact details and annual registration forms are collected.
- All official photographers must be made aware of these guidelines regarding the taking of photographs and videos.
- Any concerns regarding the taking of photographs or videos should be reported to the event organiser.
- At large events, it should be explained at the beginning that there will be photo or video 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 videoed.

Using photographs and videos:

- An assessment must be made when publishing a photograph or video in any format, to ensure there is no risk to those concerned, especially children, young people or vulnerable adults.
- When using photographs and videos on social media, upload only those photographs and videos for which permission has been given.
- The identity of the subjects in the photographs or videos must not be disclosed.
- Photographs should only be taken when the subject(s) are fully dressed.

Storing photographs and videos:

- Any photographs or videos stored online must have the permission of the subject(s) and be password protected.