



12. Photography and Filming Policy

This policy should be read alongside All Saints' Church, Dedworth's Social Media Policy, as well as our Code of Conduct and other policies concerning Child Protection and Safeguarding, contained in the Parish Safeguarding Handbook.

The Purpose and Scope of this Policy

All Saints' Church, Dedworth works with children and families as part of its activities. These include weekly church services, Sunday school classes, parent and toddler sessions, Church hosted events and trips away.

The PCC recognises that:

- there are potential risks associated with sharing images of children online.
- the welfare of the children and young people taking part in our activities is paramount
- that children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender or gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images

The purpose of this policy is to:

- protect children and young people who take part in services, events and activities at All Saints' Church Dedworth, specifically those where photographs and videos may be taken.
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all workers, volunteers and any other individuals associated with All Saints' Church Dedworth.

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England.

Summaries of key legislation and guidance is available on:

- online abuse - learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection - learning.nspcc.org.uk/child-protection-system

The Data Protection Act in 1998,

There are several issues to be aware of under this act:

- Permission must be obtained, via a consent form, for all children who will appear in a photograph or video **before** the photograph is taken or footage recorded.
- It must be made clear **why** that person's image is being used, **what** it will be used for, and **who** will be shown the pictures.
- Children and young people under the age of 18 should **not be identified** by surname or other personal details, including email, postal address or telephone number.



However,

- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.

Legislation on Sexting (youth produced sexual imagery) The relevant legislation is contained in the Protection of Children Act 1978 (England and Wales) as amended in the Sexual Offences Act 2003 (England and Wales).

- If a child is under the age of 18, it is illegal for them to take a nude photo of themselves or a friend, as well as distributing them. Even though the age of sexual consent is 16, the Protection of Children Act means it is against the law for a child to share a sexual image, even if it is with someone who is also under the age of 18.

‘Indecent’ is not defined in legislation. When cases are prosecuted, the question of whether any photograph of a child is indecent is for a jury, magistrate or District Judge to decide based on what is the recognised standard of propriety.

Photography and/or filming for use by All Saints’ Church, Dedworth

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama or as a record of an event. When taking such photographs church officers will seek to act within the law by:

- always asking for written consent (Appendix ?) from a child and their parents or carers before taking and using a child’s image for display or other use by church.
- changing the names of children whose images are being used in our published material whenever possible (and only using first names, with parental permission) if we do need to identify them).
- when using photographs of children and young people, we will use pictures of groups rather than of individuals.
- reducing the risk of images being copied and used inappropriately by only using images of children in appropriate clothing (including safety wear if necessary) and avoiding full face and body shots of children taking part in activities such as swimming, where there may be a heightened risk of images being misused
- never publishing personal information about children.
- using images that positively reflect young people’s involvement in an activity.
- displaying permanently and publicly, a notice to make individuals aware of our policy
- publishing occasional reminders in the Church notices.
- announcing/displaying our policy on screen before an event
- including reminders of our policy on published invitations and programmes of events



If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer always wears our official identification
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection and safeguarding procedures.

Photography and/or Filming for wider use

People such as local journalists, professional photographers (not hired by All Saints' Church Dedworth) or students wishing to record one of our events and share the images professionally or in the wider world, must seek permission from the incumbent and church wardens in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of
- the reason for taking the images and what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

All Saints' Church Dedworth will verify these details and the PCC will decide whether to grant permission. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, by issuing them with an official identification badge.



Photography and/or Filming for personal use

This applies when children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use. At the start of an event, the organizer will

- remind the congregation or audience that photos taken during the event should not be shared on social media and ask that people to gain permission from children and their parents/carers before sharing photographs and videos that include the
- recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- remind children, parents and carers who they can talk to if they have any concerns about images being shared.
- encourage the congregation and visitors to read detail of our policy displayed on the Church notice board.

Reporting the abuse or misuse of images

Abuse or misuse of images, of children or adults, including sexting, should be reported immediately to the Safeguarding Team and a referral will be made to the Diocesan Safeguarding Officer, Local Area Designated Officer (LADRO) or the police.

If there is concern that someone unauthorized and unknown to us is visiting for photography or filming purposes, a member of the Safeguarding Team or PCC or organizer of the event will ask them to leave and depending on the nature of the concerns, follow our safeguarding reporting procedures.

This policy was last reviewed on: 02/08/2019 by M and K Kilner (PCC Member)

30/10/2019 by J Wiggins (PSO)



Photography and Filming Consent Form

All Saints’ Church Dedworth aims to provide a safe and enjoyable experience for every child or young person. Please note the following points

- We recognise the need to ensure the welfare and safety of all children.
- We have written a policy statement which sets out how photographs and videos of children involved in our activities should be taken and shared. A copy of this is available on the web site and in the Parish Safeguarding Handbook, kept in the foyer of the church.
- We will take all steps to ensure images of children are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform a member of the Safeguarding Team
- We will not take or share photographs, video or other images of children and young people without the consent of the children involved and their parents or carers.

Instructions

Young person (over 16): please read the following consent form and discuss it with your parents/carers and group leader, then fill in the form on reverse.

Parents/Carers: please read and discuss this consent form with your child and then fill it in, ask your child to fill it in, and return it to Parish Safeguarding Officer.

Parents/Carers

I confirm that I have read All Saints’ Church Dedworth’s Photography and Filming policy [please tick].

I agree to [please tick]:

- my child’s photograph being used within the Church for display purposes
- my child’s photograph being used within other printed publications
- my child’s photograph being used on the All Saints’ Church Dedworth website
- my child being videoed for use on the All Saints’ Church Dedworth website
- my child’s photograph being used on All Saints’ Church Dedworth’s social media pages
- my child being videoed for use on All Saints’ Church Dedworth’s social media pages.

I understand [please tick]:

- the potential risks associated with the use and distribution of these images
- that at many events, members of All Saints’ Church Dedworth and others will reasonably wish to take wide angle, general photos for their personal use during or at specific points in the event
- that I must gain permission before sharing photographs/videos of other people and other people’s children on social media
- that if I share images of my child with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images.

Print name

Signature

.....



Date.....

Young person (over 16)

I have **read** or been told about All Saints’ Church Dedworth's Photography and filming Policy [please tick].

I agree to [please tick]:

- my photograph being used within the Church for display purposes
- my photograph being used within other printed publications
- my photograph being used on All Saints’ Church Dedworth’s website
- videos of me being used on All Saints’ Church Dedworth’s website
- my photograph being used on All Saints’ Church Dedworth’s social media pages
- videos of me being used on All Saints’ Church Dedworth’s social media pages.

I understand [please tick]:

- the potential risks from my image being used or shared online
- how these photographs or videos will be stored at All Saints’ Church Dedworth
- that at many events, those of All Saints’ Church Dedworth and others will want to take general photos of the event taking place
- that I must gain permission before sharing photographs/videos of other children on social media
- that if I share images of myself or other children with friends and family, I should check the privacy settings of my social media account first to understand who else will be able to view these images.

Print name.

Signature

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Date

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