

## APPENDIX 13(a): PHOTOGRAPHS AND FILMING

Children and adults hold the right to have their personal identity respected and protected from indiscriminate taking of pictures and videos when they are taking part in activities. Parents are clearly entitled to take pictures of their children. Any pictures taken of children and adults who may be vulnerable should be taken with the consent of the subject. They should be for the individual's private use only and are not to be modified and placed on social media without the subject's consent. Below are the guiding principles to be followed with any request to capture still or moving images of children or adults who may be at risk:

- Use a parental permission form to obtain consent for a child to be photographed/videoed.
- Obtain the child's and/or adult's permission to use their image.
- Do not allow photographers unsupervised access to children.
- Provide written expectations of professional photographers or the press who are invited to an event, making clear the church's expectation of them in relation to safeguarding and child protection.

Where images or videos are to be used in displays or promotional materials (printed or online) the following points should be observed:

- Avoid using children's names (first name or surname) in the caption. Where the child is named, avoid using their photograph.
- Only use images of children in suitable dress and posture.

Legislation allows for images of anyone in a public place to be published as long as the photography is not intrusive. Extra care should be taken not to capture children or adults at risk in situations that highlight vulnerabilities, for example, looked after children, adopted or those on a child protection plan. It may not be acceptable for them to appear in photographs or on film. Where church services are live streamed or posted on social media, permission will be required for children's images to be displayed. Churches may wish to identify seating areas where cameras are not focussed. Announcements should always be made and notices posted to inform attendees that services are streamed or recorded.

Before using a photograph/film of activities involving minors (under-16s), their consent and the written consent of a person with parental responsibility for them should be obtained. This must specify for what purposes the photograph/film will be used and how/how long it will be stored if not destroyed. A sample consent form is shown in [Appendix 13\(b\)](#). The obtaining of consent could be done via the church bulletin or an announcement as long as provision is made for those individuals who do not wish to be included in the photograph/film.