

Diocese of St Edmundsbury & Ipswich
Guidelines and recommendations on the safe use of images

1. Introduction - Why this is important

Photos and videos can be great ways to show parents and the local community the activities and learning that takes place at your church

Using new technologies such as digital cameras and websites makes it much easier to take images and show them to the world, but it is important to recognise that you have a responsibility to ensure that individual and parental rights are respected, and that vulnerable individuals are protected from unnecessary risk.

Issues of child protection, safeguarding and parental consent cannot be ignored or taken for granted, so it is important to take a common sense approach to the use of photographs and the consent needed. Churches are likely to come under fire for over-reacting as they will for apparently not being concerned.

These guidelines are intended to apply to all forms of publication, in print, on film or video, on websites and in the media.

2. Getting consent for children and young people

You should have permission from a child or young persons legal guardians before you take their photo for a publication, website or display in a public place.

It will reduce your administration if you get consent to last for the whole period that the child is at your church plus a year after they have left. Note the exception in the permission form allows for the use of a photograph in a historical display.

The consent form can be part of your initial registration procedures as a child or young person joins a church activity. Alternatively it will need to be issued when a child or young person is going to be taking part in an activity for the first time where they may be photographed. However, you will need to periodically remind parents that they should let you know if there are changed circumstances, or if they want to withdraw permission for their child or young person to be photographed. The church is obliged to comply with the parents' or carers' wishes.

You will need to record changed circumstances, so keep forms and photos together.

If two parents/carers disagree over consent for their child to appear in photos or videos, you should treat it as if consent has not been given.

A sample form for recording parents'/carers' agreement for their child to be photographed is at Appendix 1.

3. Getting from consent from children and young people

It is good practice to also seek the permission of the children and young people if they are of the maturity to be able to express a succinct opinion as to the purpose for and use of the images or video.

4. Getting consent for adults

Don't forget that you need written permissions from other adult staff, helpers and volunteers to use their photos. There is a form for adults at Appendix 2.

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5. Use of images

You should make sure that people are aware about what their image will be used for. If you are writing to parents to accompany the photo permissions form, you should be as specific as possible about what sorts of photos might be taken – for example

- Media photography of church events
- Photographs of church activities for use in publicity materials, on notice boards or on a website.

You should make sure that people are aware if you intend to use their photo in a potentially sensitive publication.

Make sure that only images of children and young people in suitable dress are taken to reduce the risk of images being used inappropriately. Use your common sense judgement about the photos you use, and if there is any possibility that a photograph could be used inappropriately then destroy it.

If used on a website, the image should be 'locked' so that it cannot be copied or stored on the computer of the person viewing it. This can be achieved by 'disabling right click scripting'. Refer to the user documentation and instructions for the software used to develop the website to find out of how to do this.

6. Naming individuals

If you use a photograph, avoid naming the person in full (first name and surname). Use general captions or first names only.

If a child or young person is named in full in the text of a publication, avoid using their photograph.

You should also check that you have not inadvertently named a child in a photo because they are wearing a name badge. Remove these before the photograph is taken, or blank them out in the production process.

Please note that newspapers will often want to name children in photographs – their first name and surname, and often their age as well. See section 9 for more details.

7. Plays and other events

There are a number of issues to consider when allowing photography/video recording at such events. For example:

- Disturbance to other members of the audience or congregation
- Distraction to those taking part
- Copyright restrictions
- Parental objection
- Child protection or Safeguarding concerns

Generally clergy should take a common sense approach based on their knowledge of general parent's views when deciding whether to allow video cameras and photography at events.

You should make all parents/carers aware in advance of the event that other parents may want to video or photograph performances as a record of their child's work, and give people a chance to let you know if they don't want their child to be filmed. For example you could include a line in a letter home, and on the event programme, to make people aware that other parents may be recording the event.

If an objection is raised, you will need to consider ways to overcome this. For example, you could arrange professional photography, reducing disturbance and enabling parents to buy acceptable images. Or you could give parents an opportunity to photograph or film before or after the event, so that any objectors would be able to withdraw their child without affecting the event or performance.

8. Outside events

Children and young people may take part in events away from the church. In these cases the event organiser should seek the permission of parents or carers for photos to be taken and used in publicity.

9. Press photography and media filming

Children and young people should not be approached or photographed at church without the permission of the PCC. However, you may want to invite the media into church to publicise an event or you may be approached by the media regarding a news story.

Newspapers will often want to name children in photographs – their first name and surname, and often their age as well. For this reason it is important that you make parents/carers aware of this and give them an opportunity to object to their child being in media photos. This is included on the photo permissions form (appendix 1).

If you invite the media to your church for publicity purposes it is important that you inform parents/carers whose children may feature in photos or filming.

If you know there are children who should not be identified even if they are in a big group shoot and are not named, you will need to keep them away from the cameras.

10. Storage of images

If the photo is likely to be used again make sure that it will be stored in a secure place and is only accessed by people who are authorised to do so. Digital images should also be stored securely, including any images stored on CD or other disks. Electronic images should be stored on media which are protected by password. You must not re-use photos for more than a year after the child or young person leaves the church.

When you destroy photos it is important to destroy the negatives as well, and in the case of CDs and other media which cannot be erased electronically, you should render the disk unusable.

If you have photos on file that you have already taken, but don't have written permissions to use them on websites you should renew parental permissions for this before use.

Photo permissions form for children and young people For use by churches and associated organisations

Church name: _____

Occasionally, we may take photographs of the children/young people at our church. We may use these images in our printed publications that we produce, as well as on our website or on project display boards at our church.

The diocese may also use our photographs to illustrate work in Suffolk churches in diocesan publications, publicity materials and the internet.

From time to time, our church may be visited by the media who will take photographs, film footage or carry out radio interviews. Children will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our church is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the church as soon as possible.

**Please circle
your answer**

1) Are you happy for your child's photograph to be taken when participating in church activities? This may include by other parents at church plays and events	Yes / No
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2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways: <input type="checkbox"/> a) In publications and publicity materials produced by the church and by the diocese <input type="checkbox"/> b) On the church website and diocesan website <input type="checkbox"/> c) Recorded on video or webcam

3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print	Yes / No
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Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent/Carer signature: _____ Date: _____

Name of child: _____

Parent/Carer name (in block capitals): _____

Address (in block capitals):

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Telephone number:

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Conditions of use

1. This form is valid for the period of time your child attends this church, plus one year after they leave. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this church (except in historical displays).
3. If we use photographs of individual pupils or small groups of children or young people, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in other printed publications.
5. We may use group photographs or footage with very general labels.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Photo permissions form for adults For use by churches and associated organisations

Church name: _____

Occasionally, we may take photographs of the children/young people at our church. We may use these images in our printed publications that we produce, as well as on our website or on project display boards at our church.

The diocese may also use our photographs to illustrate work in Suffolk churches in diocesan publications, publicity materials and the internet.

From time to time, our church may be visited by the media who will take photographs, film footage or carry out radio interviews. Children will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our church is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the church as soon as possible.

**Please circle
your answer**

1. Are you happy for your photograph to be used in publications and publicity materials produced by the church and by the diocese?	Yes / No
2. Are you happy for your image to be used on our website and the diocesan website?	Yes / No
3. Are you happy for your image to be recorded on video or webcam?	Yes / No
4. Are you happy to appear in the media? This may mean your photo and name is used in print	Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Signature: _____ Date: _____

Name (in block capitals): _____

Address (in block capitals):		Telephone number:	
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Conditions of use

1. This form is valid for the period of time while you are employed at this church, plus one year after you leave, to enable us to publicise the work of the church effectively. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after you leave this church (except in historical displays).
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our church prospectus or in other printed publications.