

St Oswald's Church, Croxley Green

Safe Use of Images Policy

1. At Church services, activities and functions, permission must be obtained from all the people who will appear in a photograph, video or webcam image before the footage is recorded.
2. In the case of adults, permission may normally be assumed if no objection is raised after a general announcement of intent to photograph has been made.
3. Adults should not be named in photograph captions without their permission.
4. Consent forms should be obtained for vulnerable adults.
5. Written parental consent should be obtained for a child to be photographed or videoed. This should normally be obtained via annual and occasional general consent forms for children's activities. These should state how the image will be used (e.g. display, website, recorded performance, social media, publicity) and how long it will be used for (including possibility of archiving if relevant). Completed paperwork should be kept on file for the duration of the time the image is being used.
6. Children should always be consulted before being photographed or videoed to ensure that they are aware of what is taking place and understand what the picture or video is going to be used for.
7. Photographs and videos should only be taken on behalf of the church by designated photographers (including group leaders), authorised by the PCC, who have signed a declaration that they agree to operate according to this policy (See APPENDIX). Photographs and videos should not be stored indefinitely on personal equipment but deleted as soon as their purpose has been fulfilled and stored no longer than 3 months.
8. As an exception to the above point, images may be taken by children of each other as part of authorised activities at a children's event (e.g. holiday club) under the overall supervision of a leader approved by the PCC who has signed a declaration that they agree to operate according to this policy and who will be responsible for deleting all such images at the end of the event.
9. Otherwise, group leaders and helpers should not take images or videos of children on their personal equipment, including mobile phones.
10. Images or video recordings should be stored securely, either password protected or by physical means. Images and recordings should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
11. Images and recordings stored on Church equipment should be deleted when no longer required.
12. Children's names should not be used in photograph captions. If a child is named, a photograph should not be used.

13. To reduce the risk of inappropriate use, only images of children in suitable clothing should be used. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
14. Individual close-up portraits should not be used.
15. Images of children on the church website should not be accompanied by personal information, such as a hobby, which could be used to learn more about a child prior to grooming for abuse.
16. If parents are permitted to take images during or after an event or service, an announcement should be made that these must be for private use only and should not be put on social media or the internet (particularly if a parent posts a picture on the web that shows children other than just their own child). Where applicable, this should also be made clear on a service sheet. Opportunity should be given for parents who object to images being made of their child to remove or have their child removed from view of the camera.
17. Where young people take photographs of each other on their own equipment they should ask permission and use images responsibly.
18. At baptisms in a main service, guests should be advised that they may only take photographs of children known to them and in the baptism party. At baptisms outside a main service, the parents of the child to be baptized are responsible for photographs taken by guests.
19. If professional photographers or the press are invited to an event, they should be informed in writing of the church's expectations of them in relation to safeguarding and required to follow the Diocesan Best Practice Guidelines.
20. Photographers should not have unsupervised access to children and photography sessions should not take place outside the event or at a child's home.
21. Children's work should only be identified by a first name.

APPENDIX
PRO FORMA TO BE SIGNED BY PHOTOGRAPHERS

St Oswald's Church Croxley Green
Safe Use of Images Policy

I have read the Safe Use of Images Policy of St Oswald's Church, Croxley Green, and agree to abide by its provisions.

Signature

Name

Date

Readopted by the PCC 13 July 2022