Use of Photography and Video Policy

& Guidance on Church Image Capture and Publicity

Committed to Safeguarding

The Methodist Church is committed to the safeguarding of children and young people during their engagement with church activities. Parent and carers need to know that all is in place to ensure that their children are protected, respected, and looked after well.

It’s important for those taking photos or recording videos to be completely up-to-date with safeguarding policies and to be familiar with the following guidance regarding photography and video.

We take great care recording, using and storing images of children and young people while they take part in church activities. The intended use of any images and arrangements for storage will be indicated on the consent form.

We have obligations under the General Data Protection Regulation, Data Protection Act 2018 and the Safeguarding Policy, Procedures & Guidance for the Methodist Church to provide this information and to request parental consent for the use of images of the child or young person.

Why are photographs and film of children and young people taken at church activities?

1. The recording of film and taking of photographs encourage wider participation in activities and keep church communities in touch with what different groups are doing.
2. Images taken at events allow parents and carers to feel connected to children/young people taking part in church activities.
3. In some activities, e.g. drama, video may be taken to help those involved develop their skills.

Who should give consent?

|  |  |
| --- | --- |
| Age of Child or Young Person | Consent Required |
| 0-11 years | parent or carer |
| 12-18 years | parent or carer & young person |
| 16-18 years, living independently or estranged from parents | young person & social worker, youth worker or appropriate adult |

All young people 12 years or older who have the capacity to understand the information and make an informed choice can give their consent to being filmed/photographed. It will be *in addition* to the requirement for parent, guardian or carer consent. There is an information sheet and consent form for young people.

The consent form must be completed and returned to the relevant person, prior to involvement in activities for which this consent has been sought.

If there is any doubt as to whether consent has been given, images will not be taken of the child or young person during the activity to avoid any risk to their safety. Where it is not possible to do this, a decision may be taken to restrict all photography and video to ensure children and young people are protected.

Parents and carers are therefore encouraged to submit consent forms as early as possible to avoid this outcome.

Can parents, carers and guests at Methodist Church activities take photographs and video?

While the use of images from Methodist Church events may be a valuable source of happy memories, there is a potential for images to be misused or for information to be shared with others inadvertently that may put a child or young person at risk.

Therefore, we ask parents, carers and guests who are present to confirm that they will support safeguarding by following the procedures for that activity about personal photography and video. These requirements may vary depending on the event and the safeguarding needs of the group involved.

Where restrictions are in place, you will be informed by prior written notice, verbal briefing or written notice at the activity. A decision to restrict recording of images is not taken lightly and we ask all parents, carers and guests to support us, if this becomes necessary.

Where personal photography/video is permitted, parents, carers and guests should adhere to the following procedure:

1. Consent should be obtained from other parents or carers and the young person (if 12 years or older) about the use of images.
2. Social network and computer privacy settings should be checked to ensure that images of children are not made available to an unrestricted public audience.

The following measures are taken to safeguard children and young people at Methodist Church activities:

* Appropriate consent will be obtained prior to an activity taking place.
* Where external media or photographers are present, they will be notified of relevant safeguarding policies and procedures. They will not be left in unsupervised contact with a child or young person.
* No external party will be allowed unsupervised access to young people while taking images or speaking to children and young people.
* At large events plan to provide video or photographic stills of the participants in action or set up photo opportunities at the end. This allows the performance to go ahead with limited interruption and allows any child who is not to be photographed to take part.
* When posting activity ideas for children or young people ensure they comply with good safeguarding practice.

The following guidelines are relevant to anyone considering posting up or sharing images from an event or activity or anyone designing a website for a church or the circuit:

* Any captions for photographs will not contain the names of individual young people.
* Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
* Group photos will be used rather than images of individuals where possible.
* Only use images of children in suitable dress to reduce the risk of inappropriate use.
* Photographs and video recordings will be stored securely in a password-protected folder on an encrypted system which is only accessible to appropriate and necessary parties.
* Images will not be retained on any personal, mobile storage devices.

**Local Methodist Church Safeguarding Officer**

Please contact the named person below, a Methodist Church safeguarding officer in the following circumstances:

* if you are aware of a situation where a child or young person could be at risk if photographed or filmed
* if you become aware that images of a child or young person in a Methodist context are being used inappropriately
* if you have any queries relating to the production, storage or use of images of children and young people.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | Role: |  | |
| Email: |  | Phone: |  |

Name of Activity/Event

Use of Photography and Video Consent Form for Parents or Carers

Name of young person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_

*To be completed by legally recognised parent or carer:*

*\*delete as appropriate*

I consent to \**photography/video*being taken of the child/young person named above for the following purposes:

*Please tick the relevant boxes below:*

* sharing photographs on a church controlled, social media site
* newsletters and updates to Methodist Church audiences
* supply to external media organisations for promotion of the activity
* for the promotion of Methodist church ministry with and amongst children and young people
* I understand that that the images of my child captured in the video recordings and/or photographs will become the intellectual property of the organisation taking them and copyright will be retained by them.
* I agree to comply with the requirements relating to personal video recording/photography in place for the activity.

OR

* I do NOT consent to \*photography/video being taken of the child/young person named above.

I confirm that I have read the information contained within the Use of Photography and Video Policy.

Signature of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the young person is aged 12 years or older, they should be provided with the information sheet for young people and asked to provide their consent.