

Diocese of Bath and Wells

Photographs of children and young people under 18

Guidelines:

- The use of images is governed by the requirements of the Data Protection Act 1998. This states that a person (parent or carer) must have given explicit permission before any personal details can be published – including via the internet. Personal details include names, addresses, phone numbers, photographs, email addresses and even photographs of people's houses.
- The diocesan policy and responsibilities for child protection and the protection of vulnerable adults require that an assessment is made about whether publishing a photograph in any format might pose a risk to a child or vulnerable adult.

Good practice guidelines for photography at church events

- Use the attached consent form (see below) as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.
- Photography or recording should focus on the activity or on a small group not on a particular young person.
- If a young person is named avoid using their photograph.
- Do not photograph any child who has asked not to be photographed or who is under court order (where it is known).
- All children must be appropriately dressed when photographed.
- All people taking photographs or recording footage for official use at the event should register with the event organiser.
- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event organiser.
- At large events set up photo opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child to take part in the event but not to be photographed.
- If there are children or young people at an event for whom you do not have a completed consent form put the Notice about Photographs (see below) in prominent places or in the event programme and make sure official photographers are aware of these guidelines.

Guidance on Safeguarding and the Internet

Diocesan churches and organisations creating their own website are encouraged to observe the safeguarding guidelines below and to regularly review the pages of their site so that it remains up to date, effective and safe.

Guidelines:

- Photographs are 'personal data' as far data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents or carers before using photographs of anyone under 18 on a website.
- Children and young people under the age of 18 should not be identified by name or other personal details. These details include e-mail or postal addresses and telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures. When a photograph of an individual child or young person is used, names or other personal details should not be used in any caption.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- The use of inappropriate images should be reported through the standard procedures (statutory authorities and diocesan child protection adviser) to reduce the risks to children.
- Consider advertising events simply by giving contact details of the adults responsible.
- When posting activity ideas for children or young people ensure they comply with good safeguarding practice.

Church Photography, the Internet and Publicity Consent Form

At [church name] we take the issue of child safety very seriously, and this includes the use of images of children. We occasionally include images of children in publications and on our website, but we have a duty of care which means that children must remain unidentifiable, reducing the risk of inappropriate contact.

We ask that parents consent to the church taking and using photographs and images of their children. Any use of images at [church name] is underpinned by our Safeguarding and Child Protection policy. The full name of a child should never be included alongside an image.

Please complete, sign and return this form to
[named person] [church name]:

I consent to photographs and digital images of the child named below, appearing in church printed publications or websites. I understand that the images will be used only for church purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed using other media, such as CD-ROM.

Name of child

Name of parent, carer or guardian

Address

Signature

Date

Events – Notice about Photographs

It is possible that during this event, your child/young person below the age of 18 may be photographed or recorded. The diocese/church will take all steps to ensure that these images are used solely for the purposes that they are intended. If you become aware that these images are being used inappropriately you should inform an official as soon as possible. If you would prefer that your child's photograph is not taken please advise the organiser.
