(Name of church, with logo)

**Policy for use of photographs and video recordings of children,**

**young people and adults at risk of abuse**

• Diocesan responsibilities for safeguarding and the protection of children, young people and adults who may be at risk of abuse (adult at risk) require that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult.

**Good practice guidelines for photography or video recording at church events**

• Use the model consent form [on the Diocesan website here](http://www.salisbury.anglican.org/resources-library/whos-who/contacts/comms-toolkit/04a-comms-toolkit-photography-consent-form-jul-2016) as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.

• If it is impractical to ask all people at an event to sign a consent form (e.g. at most church services which are open to the public), put the Notice about Photographs or Video Recording (see below) in prominent places or in the event programme and on the premises, and make sure official photographers and video recorders are aware of these guidelines. You may also want to read the text of the Notice out in any notices.

• Do not photograph or video record any child, young person or adult at risk who has asked not to be photographed or who is under court order (where it is known).

• All children, young people or adults at risk must be appropriately dressed when photographed or video recorded.

• All people taking photographs or video recording footage for official use at the event should register with the event organiser.

• All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.

• At large events, set up photo or video recording opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child, young person or adult at risk to take part in the event but not to be photographed or video recorded.

• At services relating to ‘life events’ such as weddings, christenings, etc., if there is no commercial photographer contracted, ask those being married/baptised/etc or their families to provide a designated photographer. The official or designated photographer can be briefed on photography guidelines before the event. This also cuts down on intrusive use of cameras or phones during an act of worship.

**Guidance on the use of photographic material in the parish, including 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 and video recordings are deeply personal and must be used responsibly.

• Obtain consent as above from parents, guardians or carers before using photographs or video recordings of children, young people or adults at risk on a website.

• Children, young people or adults who may be at risk should not be identified by their full name. Under no circumstances should the e-mail, postal addresses or telephone numbers of children, young people or adults be published.

• Ensure that the image files are appropriately named – do not use the names of children, young people or adults who may be at risk in image filenames or Alt tags.

• Only use images of children, young person or adults at risk in suitable dress.

• The use of inappropriate images should be reported through the standard procedures (statutory authorities and Diocesan Safeguarding Adviser) to reduce the risks to children, young people or vulnerable adults.

**Taking the Best Photographs**

We also have guidelines on how to take the best photographs – [click here](http://www.salisbury.anglican.org/resources-library/whos-who/contacts/comms-toolkit/04-comms-toolkit-photography-guidelines-nov-2017).

(Name of Church and LOGO)

**Events – Notice about Photographs and Video Recordings**

It is possible that during this event that a child, young person or adults at risk may be photographed or video recorded. The 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 a child, young person or adult at risk photograph or video recording is not taken please advise the organiser.

Signed:

Date:

(Name of Church and LOGO)

**Photographs and Video recordings**

Please note that it is not permitted for individuals to take photographs or video recordings during the course of any service / event in this church.

During some services/events an official photographer will be taking photographs and copies may be obtained from them. Their contact details will be made available

You will be permitted to take photographs of family members at the end of the service/event.

Signed:

Incumbent/Churchwarden

Date: