



**Policy for use of photographs and video recordings of children,  
young people and vulnerable adults**

**The Parochial Church Council of St John's Southbourne  
with West Thorney**

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# Photo Policy

## Policy for use of photographs and video recordings of children, young people and vulnerable adults

### Guidelines:

- The use of images is governed by the General Data Protection Regulation (GDPR). 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.
- Safeguarding and the protection of children, young people and vulnerable adults is of paramount importance; therefore we 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 form incorporated in the parental consent form on Church Suite 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 at large events (perhaps at Christingle Services, Fun Days etc) put the Notice about Photographs or Video Recording (see below) in prominent places or in the event programme 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 by the minister.
- Do not photograph or video record any child, young person or vulnerable adult who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or vulnerable adults must be appropriately dressed when photographed or video recorded. Focus on the activity rather than individual children, avoiding full face and body shots.
- All people taking photographs or video recording footage for official use at the event should register with the event organiser.
- At large events set up photo or video recording opportunities at the end.

### Guidance on the use of photographic material in the parish, including the internet

We will observe the safeguarding guidelines below and regularly review the pages of our site so that it remains up to date, effective and safe.

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### Guidelines:

- Photographs and video recordings are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Be clear about whether the image is being retained for further use and make sure the image is stored securely.
- Obtain consent as above from parents, guardians or carers before using photographs or video recordings of children, young people or vulnerable adults on a website.
- Children, young people or vulnerable adults should not be identified by name or other personal details. These details include e-mail or postal addresses and telephone numbers.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children, young persons or vulnerable adults 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.

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

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

- The Parish of Southbourne with West Thorney undertakes to treat all such concerns seriously, as outlined in the Guidance in our Policy for the use of Photographs and video recordings of children, young people and vulnerable adults.
- The Parish of Southbourne with West Thorney guarantees that no-one who raises any concern in good faith, even if those concerns are ultimately found to be unfounded, will face any adverse consequences whatsoever.