

The Parish of St Wilfrid's, Brayton
Policy for use of photographs and video recordings of children,
young people and vulnerable adults

Name of Church: **St. Wilfrid's Church
Church of St Francis**

Parish (in Benefice of) **BRAYTON, DIOCESE OF YORK**

Address: **DONCASTER ROAD, BRAYTON, SELBY, YO8 9HE**

Parish Safeguarding Representative: **CATHY RODGERS**

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At St Wilfrid's we take the issue of safeguarding very seriously, and this includes the use of images of children, young people and vulnerable adults. We do include images of children, young people and vulnerable adults in publications and on our website, but we have a duty of care which means that children, young people and vulnerable adults remain unidentifiable, reducing the risk of inappropriate contact. If it is deemed necessary to include the name of a child, young person or vulnerable adult, then explicit permission must be obtained from parent/carer in advance.

- 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 safeguarding and the protection of children, young people and vulnerable adults 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.

Official Photographer

- John Clarke has been approved by the PCC as the official photographer for church events. He completed a Confidential Declaration Form and has DBS clearance.

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Good practice guidelines for photography or video recording at church events

- Request consent for photos 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 (perhaps at a Crib or Harvest festival, 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 adult must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at an 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 vulnerable adult to take part in the event but not to be photographed or video recorded.
- If parents/carers wish to take photos or video recordings of their child, for example during a school service, the event organiser should decide in advance whether to allow this during the service or afterwards. Parents/carers should be advised that they must not share their photographs/videos on social media or anywhere online as there is a risk that other children could be in the photograph/video.

Use of photographic material in the parish, including the internet

- Photographs and video recordings are 'personal data' as far as data protection legislation is concerned 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 vulnerable adults on a website.
- Permissions to be sought from parents and/or guardians for the following categories: use of anonymous images in the Connected magazine, use of anonymous images on the cover of the Connected magazine, use of anonymous images in electronic media which include inter alia the on-line version of Connected and Facebook.
- All published images will be anonymous – no captions identifying children or vulnerable people will be used. In written articles any children included in the text will not be shown in any accompanying images unless specific permission has been obtained for that particular article. The permission will be recorded in the register. (See Photo Register below)

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- Collective permissions for school images to be confirmed for the particular institution before publication.
- Children, young people or vulnerable adults should not be identified by name or other personal details (unless specific permission has been obtained.) 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 person or vulnerable adult 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.

Everyone publishing images on behalf of St Wilfrid's parish must follow these guidelines.

Photo Consent Register

- St Wilfrid's Church has introduced a photo consent register, which is kept in the Vestry. Whenever specific permission for photographs is obtained from parents/carers during a church event, this should be recorded in the register.
- This register will also contain the permissions obtained through consent forms for use of photographs of children and vulnerable people. It will be available for inspection if necessary.
- At St Francis, Messy Church permission forms are held in a file.

Policy Adoption

This policy is adopted and will be reviewed annually by the PCC of
(Name of Parish or Benefice) **The Parish of St Wilfrid, Brayton**

Signed:

(Incumbent)

(Church Warden)

Print Name:

(Incumbent)

Rev. Pete Watson

Date: 06/07/2021

(Church Warden)

Pat Jarvis