

## Photography and Video Guidelines

Congregations should ensure that good practice is adhered to when photographing or videoing children during church activities and may find the good practice guidelines and the consent form (SG19) produced by the Safeguarding Service helpful. Photography and video includes, that recorded on mobile phones and devices.

As an agency committed to caring for and protecting children, we must ensure our actions and those of our congregation are appropriate. These guidelines provide only a framework for good practice and might be interpreted in slightly different ways depending on the situation.

- No video or photographic footage should be publicly displayed (i.e. notice-board, local press or World Wide Web) without prior notice being given by the group and an opportunity for objection to be received.
- Neither names nor any personal information should be displayed alongside any photographs.
- Mobile phones can be used to take photographs and videos which can be immediately uploaded onto the web or social networking sites without permission. Therefore, group leaders should discourage the use of mobile phones during church activities. Group leaders must also not post photographs or videos taken while carrying their professional role on their personal social media site etc. The group may wish to produce a mobile phone code of conduct to ensure safe usage. Congregations may find it helpful to refer to the Safeguarding Service website which includes links to organisations providing guidance on safe use of mobile phones and the internet. The Safeguarding Service has also produced social media guidelines which can be found in Safeguarding Handbook 4.
- During large events, arrangements can be made by the host to provide video or photographic stills of the participants in action. This allows the performance to go ahead with limited interruption, and allows the child who is not to be photographed to take part.
- An open “photo shoot” can be held at the end of the performance (sensitively distracting any children not to be photographed) to allow families to take their own private shots.
- Special consideration should be given where taking photographs or video footage might be misinterpreted, or the images could be seen as provocative (e.g. beach trip or gymnastics display etc). It is not to say, however, that with the right planning, these events cannot be recorded and enjoyed.
- Responsibility of storage and destruction of photographic material should be taken at sessional level and written agreement should be made for this purpose.

Photography and video recording are important methods of recording social activity and providing an historic record illustrating and validating important moments in people's lives. This process is a powerful and personal one, and therefore, we must respect the rights of everyone to make the choice whether or not to be photographed.

**It is always good practice to seek written permission from a parent or guardian before taking any photographs or video footage of children, young people or adults at risk. This can be incorporated in the registration form when a child joins a group. The Safeguarding Service has produced a photography/video consent form (SG19), which can be downloaded from the resources section of the Safeguarding Service website.**