

**Photography Policy (Draft) for approval at Circuit meeting 10.03.22**

1. **Introduction**
	1. Photography and video recording are important ways of recording Methodist activity and providing a record – illustrating and validating important moments in people’s lives and the life of our Circuit. It is, however, a powerful and personal process, and we must respect the rights of everyone to choose whether or not to be photographed.
	2. The taking, recording and renewal of consent for photography requires a clear process that is compliant with GDPR requirements.
	3. Our activities and publicity are increasingly online. This photography policy should be read and used alongside the Circuit’s social media guidelines. The policy is primarily concerned with images of children but our safeguarding responsibilities extend to everyone who is using Circuit premises and/or taking part in activities organised by the Circuit.
2. **Consent:**
	1. It is recognised that many 16-17 years olds have significant responsibility for key

decisions in their lives. However, in most circumstances, parents have a legal responsibility for their children up to the age of 18, which is also the upper boundary for child protection purposes. If it is felt that it may not be appropriate for consent to be requested of parents for a particular activity or due to the young person’s circumstances and they are not living independently, this should be discussed with a safeguarding officer. There may also be circumstances known to the legal parent or guardian relating to the use of images of which the young person is unaware. Therefore, if a decision is taken that a consent form is not required, parents must still be informed of the consent given by the young person in relation to photographs and images. This approach is in line with current NSPCC guidance.

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| **Age of child or young person** | **Consent required** |
| 0-11 years | parent or carer |
| 12-17 years | parent or carer and young person |
| 16-17 years living independently or estranged from parents | Young person and social worker, youth worker or appropriate adult |

* 1. Consent forms for parents, carers and young people are available on the Methodist

Church website. The current forms include information sheets, which give clear information about data rights in relation to photographs and videos taken by the Circuit. The forms are attached as appendices and can also be found on the Connexional website here:

 <https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/forms/>

Verbal consent is sufficient for adults, but it is essential that it is made clear how the images are going to be used.

* 1. Organisers of events, whether at church or Circuit level, must have in place appropriate

 systems for the storage and updating of consent forms.

1. **Storage of images**
	1. The person storing and processing the media should be checked and approved by the Minister and Safeguarding Officer. There should be a signed ‘Handler Agreement’ that includes a declaration stating they have no offences against children and they have no other identifying information relating to the child(ren) in the images or films.
	2. It is advised for the media to be taken and stored using church equipment not personal equipment. However, if personal equipment is to be used, then this should be approved by the Minister and Safeguarding Officer. Details of when the media is to be deleted and security of device should be declared within the above-mentioned Handler Agreement, and a copy sent to the Circuit Safeguarding Officer.
	3. Use of social media distribution is not advised but if it is to be used then the associated risks should be managed, such as: Link only access with limited release time on YouTube and a private distribution group on Facebook. This is detailed in the consent form for you to amend as appropriate.
2. **Procedures for photographers at Circuit events:**
	1. Do not photograph any child who has asked not to be photographed or who is under a court

 order (where this is known).

* 1. Do not photograph any adult who has asked not to be photographed, or who doesn’t appear competent to give consent.
	2. Photography or recording should focus on the activity, not on a particular young person or vulnerable adult.
	3. Images should normally focus on small groups rather than individuals.
	4. If a person’s name is visible in the photograph, or in the accompanying report, it is best, in general, to avoid using their photograph. There are occasions, for example when named individuals are being celebrated, when names and images need to be shown together. For these occasions, the use of someone’s named image must be explained to them and their permission for its use must be explicitly sought.
	5. All children must be appropriately dressed when photographed.
	6. All people taking photographs or recording footage for official use at an event should register with the event organiser.
	7. For professional photographers or the press invited to an event***,*** state in writing what you expect from them in relation to child protection.
	8. Do not allow photographers unsupervised access to children.
	9. At large events, arrange video or photographic stills of the participants in action or set up

photo opportunities at the end. This allows the performance to go ahead and allows any child who is not to be photographed to take part. If there are children or young people at the event for whom you do not have a completed consent form, put the notice about photographs in prominent places or in the event programme. Make sure that official photographers are aware of the guidelines for photography.

* 1. All concerns regarding inappropriate behaviour or intrusive photography should be reported

 to the event organiser, minister or circuit safeguarding officer.

***Last Date Modified***: 28.2.22

Policy signed by ………………………………………………… Chair of Circuit Meeting

 (signature) ………………………………………………… (date) ……………………………..