



Photography Policy

All Saints' Church, Walsoken

Please refer to Document S&S_Doc_001 for all Safeguarding and Social requirements.

Specific Policy

This Safeguarding & Social (S&S) sub-policy controls filming & photography in church.

Sharing photographs and videos of parishioners and events at All Saints' Church, Walsoken is a privilege, and we intend to respect and honour it. In this digital age, our church takes many pictures of baptisms, choir performances and concerts, worship services, trips, special presentations, bell ringing, fellowship activities and community outreach projects. We use these pictures to record, to promote, and to celebrate our church ministries. Pictures could be used on bulletin boards, in printed publications, and on our church website and social media.

- 1) Printed publications include church newsletters, brochures, invitations, books, newspapers, magazines, etc.
- 2) Online sharing could include church newsletters (online version), website, Facebook page and groups, Twitter, and YouTube channel etc.

To ensure the safety of our community the PCC have developed this Photography Policy to cover any photographs or videos of the congregation, visitors or event attendees to be used on the All Saints' Church, Walsoken's website and other electronic, digital or printed publications.

This policy is applicable only to activities organised by the church. All external groups using the church building, grounds and facilities are expected to follow their own organisation's Photography Policy.

Reference Documents

Data Protection Act 2018

Procedure

General Group or Crowd Photographs

Photographs and videos are almost always of people in public spaces, and at public events. We will do our best not to post anything that would be embarrassing, objectionable or hurtful to anyone in a photographs or video.

All Saints' Church, Walsoken reserves the right to take photographs, audio, or video recordings at worship services or any other church-related activities in which individuals are not prominently featured and no identifying information is presented, and to use any of these photographs or recordings for fellowship or promotional purposes in media such as, but not limited to, brochures and flyers, the church website, and online photographs galleries, without seeking or requiring the consent of each person represented. In addition to any event or gathering taking place on church property, church-related activities also include gatherings at other locations such as events away from church.

Any individual who objects to potentially being photographed as part of an All Saints' Church, Walsoken's activity should notify a member of the clergy, a church officer, or the photographer, who will respond appropriately.

Any individual who sees themselves or a family member in a group photographs online and would like it removed may follow the photographs removal procedure given below.

Adult Individual or Small Group Photographs

When adult individuals or a small group of individuals are photographed, whether posed or candid, each person will be asked for verbal consent before any use of the photographs is made. Verbal consent will be deemed sufficient to use an adult individual or small group photographs that contains no identifying information. Written consent will be obtained for any photographs that contain identifying information, (for example adults receiving awards or recognition such as on becoming a lay Reader). Consent continues with no time limit. However, most images are used for about five years. They are then moved into the image archive for possible future use.

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Photographing Minors

When children under the age of 18 are photographed, except as part of a general group or crowd photographs as outlined above, the consent of at least one guardian will be obtained before their photographs will be used in any way. The consent form is shown as an appendix 1.

Identifying information (first or last name, family members, email addresses, school names, etc.) of anyone under 18 years of age may be included in or associated with any photographs or videos displayed, posted or published only when there has been written consent from a guardian.

All registration forms for events, activities, or programmes, such as youth groups etc. will contain a reference to this policy, a permission request to allow the participant to be photographed in accordance with the policy, and a clear method to allow the signing parent or guardian to “opt-out” of inclusion in any photographs, audio, or video recordings. Note that opting out via an activity signup form will apply only to that activity, not as a “blanket” request.

Photographs of minors must be of past events, rather than including photographs with a future location. For example, posting a photograph of a past youth event are permissible. Posting a child's photographs with the date and time of a future youth event is not permissible.

If there are no signed photographs release for a minor who is included in a group shot, for example the uniformed groups, the individual publishing the picture on the website, in a newsletter or other media will obscure or blur the image of that minor prior to publishing or displaying the photographs.

Opting out

Parents or guardians who do not wish for their child's photographs, audio recording, or video to be potentially posted online or otherwise displayed, regardless of the context, should send a written note or email to the church, and All Saints' Church, Walsoken will make every effort to exclude the indicated minor from any individual or small group photography. Please note that children may still be included in general group or crowd photographs without identifying information; however, you may always request that any photographs be removed from display.

Photograph or Video Removal

Anyone who discovers that photographs of himself, herself, family members or minors have been included in Saints' Church, Walsoken publications or on the website that they do not wish to remain there should contact the church by phone or email to request the photograph's removal.

All Saints' Church, Walsoken will make every effort to exclude the indicated minor from any individual or small group photography, or if this is not possible to remove the photographs from display.

Administrative Guidelines

A copy of this Photography Policy will be included on the church website and a copy available on request.

All clergy, the congregation and visitors will be required to adhere to the photography policy. In any case, where someone declines, asks or does not provide permission for a photo to be published, All Saints' Church, Walsoken must comply as soon as possible to refrain from taking the photograph or delete or remove the photograph.

Event organisers, including for weddings, baptisms, funerals and community events, will be able to see this policy on the church website.

Visitor Guidance - Photography

We appreciate your desire to produce good quality photographs that are, clear, uncluttered, well composed, and well lit. All Saints' Church, Walsoken seeks to support you in this, as part of our mission to share and celebrate the life of the church. However, we are also committed to safeguarding members of All Saints' Church, Walsoken and visitors to the church, including under 18s, as well as protecting the solemnity of services.

We recognise others may also wish to take photographs, such as members of the church congregation, visitors, visiting photographers - professional or otherwise, and have outlined some expectations and guidance

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General Guidance

- 1) We ask that professional photographers discuss plans with the Vicar at least 30 minutes before a service is due to begin.
- 2) Photography during services and special events should be limited and discreet.
- 3) Photographers should be aware of the solemnity of services and be careful not to take photographs or move in a way that distracts participants in the congregation.
- 4) Photographers will follow any guidelines that are given in the discussion with the vicar beforehand or announced at the beginning of the event.

Safeguarding Guidance

- 1) When shooting photographs at an event, which includes the public or other parishioners, including under 18s not already covered by a photo release, photographers should let subjects know who you are and how you will use the photographs.
- 2) Please consider carefully when and how photographs and videos are shared and seek permission before publishing photographs and videos of anyone under 18 years old.
- 3) Don't use children's names (first name or surname) in photograph captions.
- 4) Please only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities such as dance, swimming, drama, gymnastics and athletics for example, present a much greater risk of potential misuse.
- 5) Avoid all unsupervised access to children.
- 6) Hold permission forms/documents securely and dispose of them safely. Do not use the forms for any other purposes and do not pass on information to any other person or organisation

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Consent Form

Consent for use of Photographs and Video

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of those under 18 years old and vulnerable adults.

We will:

- 1) Only use personal details or first name and surname in a photographic image or video, in printed publications or online, when we have written consent.
- 2) Not include personal e-mail addresses, postal addresses or telephone, on video or online.
- 3) Not use the name of that person in text accompanying a photograph.
- 4) Not use a photograph to accompany an article in which we name them.
- 5) Only use images of people who are suitably dressed, to reduce the risk of those photographs being used inappropriately.

Please answer the questions below, then sign and date the form where shown and return it to the church administration team.

Name of person being photographed

Circle One

May we use a photograph in printed publications? YES / NO

May we use the image online, such as on the Church website? YES / NO

May we record the image on video? YES / NO

Are you happy for a picture to appear in the media? YES / NO

I have read and understand the conditions of use on this form and give my consent for photographs and videos to be used by All Saints' Church, Walsoken for publicity, including online, in accordance with All Saints' Church, Walsoken's Photography Policy. I assign such "photographs and images" rights to All Saints' Church, Walsoken in perpetuity, and release All Saints' Church, Walsoken and its legal representatives and assigns from all claims and liabilities relating to said photographs and images.

Signature of Approver.....

Date.....

Name of Approver (Block capitals)

Relationship to Minor (If signing for a minor)

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Diagrams

None

Appendices

None

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.