

The Parochial Church Council (PCC) of Swanage

Policy for use of photographs and video recordings of children, young people and adults at risk of abuse

- Diocesan responsibilities for safeguarding and the protection of children, young people and adults who may be at risk of abuse (adult at risk) 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 model consent form (on page 4) 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 (e.g. at most church services which are open to the public), put the Notice about Photographs or Video Recording (see below) in prominent places or in the event programme and on the premises, 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.
- Do not photograph or video record any child, young person or adult at risk who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or adults at risk must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at the 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 adult at risk to take part in the event but not to be photographed or video recorded.
- At services relating to 'life events' such as weddings, christenings, etc., if there is no commercial photographer contracted, ask those being married/baptised/etc or their families to provide a designated photographer. The official or designated photographer can be briefed on photography guidelines before the event. This also cuts down on intrusive use of cameras or phones during an act of worship.

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

Diocesan churches and organisations creating their own website are encouraged to observe the safeguarding guidelines below and to regularly review the pages of their site so that it remains up to date, effective and safe.

Guidelines:

- Photographs and video recordings are deeply personal 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 adults at risk on a website.
- Children, young people or adults who may be at risk should not be identified by their full name. Under no circumstances should the e-mail, postal addresses or telephone numbers of children, young people or adults be published.
- Ensure that the image files are appropriately named – do not use the names of children, young people or adults who may be at risk in image filenames or Alt tags.
- Only use images of children, young person or adults at risk 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.

Taking the Best Photographs – Photography Guidelines

Photographing a news story or event

- Try to find an interesting angle.
- 'Action shots' always look much more interesting on the page than people standing in groups and smiling politely at the camera. Timing is crucial!
- Is there anything your subject(s) could wear, use or hold to help illustrate the story?

Background and lighting

- Always be aware of your background. Are there people wandering about who are going to interfere with the shot? Is there enough light? Are there any unsightly signs or damaged paintwork behind your subject(s)?
- If in doubt, take your picture outside but make sure you are facing away from the sun and be careful of shadows on faces.
- Inside buildings, avoid taking photographs of people or other subjects against brightly lit windows or bright lights.

Dark buildings and camera phones

- Churches are often quite dark inside. This means that many shots taken inside them are blurred, especially if they are taken with camera phones. To get maximum stability, cradle the phone in both hands and rest your elbows against a pew or chair.
- You will obtain best results by mounting your camera on a tripod. Take several shots: movement can create blurring if your shutter speed is much slower than 1/60 sec.

Group photographs

- You are in charge of the shot! Ensure you are close enough to the group to see everybody's faces. Check that everyone is clearly visible, and tell them to move if need be.
- If it is a large group, arrange everyone on steps, or ask the front row to sit or kneel, rather than lining everyone up in a row. If required, ask them to turn to the side as this allows them to stand closer together.
- If you are focusing on an individual, it is better to take a close-up photograph rather than a full-length one from far away.

Safety shots

- Make sure you take two or three photographs each time, especially in dark places or of groups of people. The more you take, the more likely it is that you will end up with a decent image. You may also find that people relax more after the first photograph has been taken and will therefore be smiling more naturally in your second or third image. Check that everyone is visible and has their eyes open!

NB: Safeguarding

- If you are taking photographs of specific children who can be easily identified in a particular location, you need written permission from their parents, carers or schools. Schools usually have standard permissions: if in doubt, ask members of staff. Group shots – or shots that do not show the whole face – are safer. You can download a permission slip from our Toolkit folder.

Picture quality

- Images for publication and use on social media accounts must be of a sufficiently high resolution. Please note that a poor quality or low-resolution image is likely to be deemed unsuitable for publication.
- If you are sending them to us, it is best to e-mail images as separate jpeg file attachments, at least 250KB in size, or as printed photos for scanning. Please do not submit images embedded in Word documents!

Our address is:

The Comms Team
Church House
99 Crane Street
Salisbury
SP1 2QB

- To get an idea of what we share, click here for photos on Facebook or here for Flickr.
- If you are sending them to the media, it is best to e-mail images as separate jpeg file attachments, as above.
- Another option is to supply one main photo and then a link to an online sharing folder. Click here to visit our Public Dropbox, which we use to share large files.

NB: Please ensure that you include the following information with your image(s):

1. Your name and contact details. Please supply a return address if you would like your printed image(s) to be returned.
2. The name of the photographer, if different.
3. The full names (titles, first names, surnames) of all those pictured.
4. A brief description (approx 50 words) of the event/story to accompany your image(s).

Feel free to get in touch if you have any questions.

Your Comms Team are:

Carole Peters-King Diocesan Director of Communications Carole is responsible for the delivery of the Diocesan Communications Strategy, which supports the Diocesan Vision. Carole manages Diocesan communications and acts as Press Officer for the Bishops and the Diocese. Mobile: 07799 900610 Email: carole.peters-king@salisbury.anglican.org

Michael Ford Digital Resource Officer Michael coordinates the daily management of the Diocesan website; compiling and publishing of Grapevine and Working Together; and monitoring and managing digital content on Facebook, Twitter and other social media. Mobile: 07500 836989 Email: michael.ford@salisbury.anglican.org

Policy Adopted by the PCC on: 16th March 2021

Date for Review: March 2022

PCC of Swanage
Charity Registration Number 1134114

The Parochial Church Council (PCC) of Swanage
Photography/video recording consent form

Date

Event

Location

At St. Mary's, St. Marks and All Saints churches we take the issue of safeguarding and our responsibilities under data protection regulations very seriously. This includes ensuring the appropriate use of images of children, young people and vulnerable adults.

As such we require the written consent of parents or carers to use photographs or video recordings of children, young people (under 18 years old) and vulnerable adults.

Any use of images at St. Mary's, St. Mark's and All Saints churches is underpinned by our Safeguarding Policy. We will only caption with first names, if appropriate, and will not publish personal information such as addresses or other contact details by which the person in the photograph or video could be identified.

The images may appear in printed material (such as a parish magazine, newspaper, annual report) or may be used for display purposes.

We may also circulate images to local or national media, or upload them to parish/ diocesan websites and social media, but only with the express permission of the parent or carer – see below.

Please tick all applicable statements:

**I give consent for photographs/video recordings taken at the above event
to be used by the PCC of Swanage for the purposes detailed above.**

☐

I consent to the photographs being circulated to local/national media.

☐

I consent to the photographs or video recordings being uploaded to the parish website.

☐

**I consent to the photographs or video recordings being uploaded to the parish Facebook page
Twitter feed**

☐

Signed

Print name

Position/relationship to person in the photograph/video.....

Date

The Parochial Church Council (PCC) of Swanage

Photographs and Video Recordings

Please note that it is not permitted for individuals to take photographs or video recordings during the course of any service/event in this church.

During some services/events an official photographer will be taking photographs and copies may be obtained from them. Their contact details will be made available.

You will be permitted to take photographs of family members at the end of the service/event.

Signed:

Incumbent/Churchwarden

Date:

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Events – Notice about Photographs and Video Recordings

It is possible that during this event that a child, young person or adults at risk may be photographed or video recorded. The church will take 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 adult at risk photograph or video recording is not taken please advise the organiser.

Signed:

Date:

