

Camera & Photographs Policy

The Church Camera is available to take photographs of church and circuit based activities.

The camera will be stored in a nominated place in the Church and must be signed in and out. The camera will be signed for by the local safeguarding officer or minister who then may designate a photographer for the event. Only the designated photographer will use the camera during the event, following these guide lines from the Connexional Safeguarding Team (2007). Images will be stored securely as agreed by the Safeguarding Officer and the Minister and will be recorded in the digital image log book.

Guidelines for Photographers at church events

1. Do not photograph any child who has asked not to be photographed or who is under court order (where it is known). Do not photograph any adult who has asked not to be photographed or who doesn't appear able to give consent.
2. Photography or recording should focus on the activity not on a particular young person.
3. Images should focus on small groups rather than individuals.
4. If a young person is named avoid using their photograph.
5. All children must be appropriately dressed when photographed.
6. No one other than the designated officer is allowed to take photographs at regular church activities.
7. Parental permission must be sought to take photographs and also to use any images of children who take part in regular groups at church.
8. For occasional church events it is not permitted to take photographs or record images as it is impractical to secure the necessary permissions.
9. Inappropriate or intrusive photography should be reported to the event organiser or minister.
10. If any church group is considering making a DVD or video footage for publicity for story telling then the District Safeguarding Officer should be contacted for up to date advice and guidance.
11. Where permission is sought at every event, the relevant permission will be stored in the nominated place in church until such a time as the photographs are deleted.
12. Photographs will be kept for a maximum of two years and will then be deleted.

Use of photographs online

Circuit Website/Circuit Magazine –any photographs taken at events may be displayed on the Circuit website or in the Circuit magazine, accompanied by generalised captions describing the activity but not naming individuals.

Use of photographs in churches

Permission to use copies of these photographs may be sought from a member of staff or local Safeguarding Officer and will be recorded in the digital image log book.