

Christchurch Ilkley

April 2022

Use of Photography and Video

Information Sheet to be provided for parents or guardians

(template below)

Name of Activity/Event

Christchurch is committed to the safeguarding of children and young people during their engagement with church activities. We take great care recording, using and storing images of children and young people while they take part in church activities. The intended use of for any images and arrangements for storage will be indicated on the consent form. We have obligations under the General Data Protection Regulation, Data Protection Act 2018 and the Safeguarding Policy, Procedures & Guidance for the Methodist Church to make you aware of this information and to request your consent for the use of images of the child or young person under your care.

Why are photographs and film of children and young people taken at church activities?

- a) The recording of film and taking of photographs encourage wider participation in activities and keep church communities in touch with what different groups are doing.
- b) Images taken at events allow parents and carers to feel connected to children/young people taking part in church activities.
- c) In some activities, e.g. drama, video may be taken to help those involved develop their skills.

Who should give consent?

Age of Child or Young Person	Consent Required
0-11 years	parent or carer
12-18 years	parent or carer & young person
16-18 years, living independently or estranged from parents	young person & social worker, youth worker or appropriate adult

Christchurch supports the empowerment of young people in making choices and about the use of their images. This applies to all young people 12 years or older who have the capacity to understand the information and make an informed choice. It will be in addition to the requirement for parent, guardian or carer consent. There is an information sheet and consent form for young people.

The consent form must be completed and returned to the person named below, prior to involvement in activities for which your consent has been sought.

If there is any doubt as to whether consent has been given, images will not be taken of the child or young person during the activity to avoid any risk to their safety. Where it is not possible to do this, a decision may be taken to restrict all photography and video to ensure children and young people are protected.

Parents and carers are therefore encouraged to submit consent forms as early as possible to avoid this outcome.

Can parents, carers and guests at Christchurch activities take photographs and video?

While the use of images from Christchurch events may be a valuable source of happy memories, there is a potential for images to be misused or for information to be shared with others inadvertently that may put a child or young person at risk. Therefore, we ask parents, carers and guests who are present to confirm that they will support safeguarding by following the procedures for that activity about personal photography and video. These requirements may vary depending on the event and the safeguarding needs of the group involved. Where restrictions are in place, you will be informed by prior written notice, verbal briefing or written notice at the activity. A decision to restrict recording of images is not taken lightly and we ask all parents, carers and guests to support us, if this becomes necessary.

Where personal photography/video is permitted, parents, carers and guests should adhere to the following procedure:

1. Consent should be obtained from other parents or carers and the young person (if 12 years or older) about the use of images.
2. Social network and computer privacy settings should be checked to ensure that images of children are not made available to an unrestricted public audience.

The following measures are taken to safeguard children and young people at Christchurch activities:

- Any captions for photographs will not contain the names of individual young people.
- Group photos will be used rather than images of individuals where possible.
- Appropriate consent will be obtained prior to an activity taking place.
- Images will only be taken or used of young people in appropriate clothing for the activity, undertaking activities that will portray them and the Church in a positive light.
- Where external media or photographers are present, they will be notified of safeguarding policies and procedures. They will not be left in unsupervised, sole contact with a child or young person and will wear an I.D. badge.
- No external party will be allowed unsupervised access to young people while taking images or speaking to children and young people.
- Photographs and video recordings will be stored securely in a password-protected folder on an encrypted system which is only accessible to appropriate and necessary parties. Images will not be retained on any personal, mobile storage devices.

Please contact the named person below, a Methodist Church safeguarding officer or minister in the following circumstances:

- if you are aware of a situation where a child or young person could be at risk if photographed or filmed
- if you become aware that images of a child or young person in a Methodist/URC context are being used inappropriately
- if you have any queries relating to the production, storage or use of images of children and young people.

Name:

Role:

Email:

Phone:

Name of Activity/Event

Use of Photography and Video Consent Form for Parents or Carers

Name of young person: _____ Date of birth: _____

To be completed by legally recognised parent or carer:

***delete as appropriate**

I consent to ***photography/video** being taken of the child/young person named above for the following purposes:

Please tick the relevant boxes below:

- sharing photographs on a church controlled, social media site
- newsletters and updates to Methodist/URC Church audiences
- supply to external media organisations for promotion of the activity
- for the promotion of Christchurch ministry with and amongst children and young people
- other **(add details of other purposes according to the nature of the event)**

OR

- I do not wish to consent to ***photography/video** being taken of the child/young person named above.
- I confirm that I have read the information contained within the *Use of Photography and Video Information Sheet*.
- I understand that that the images of my child captured in the video recordings and/or photographs will become the intellectual property of the organisation taking them and copyright will be retained by them.
- I agree to comply with the requirements relating to personal video recording/photography in place for the activity.

Signature of parent/carer: _____

Name (in block capitals): _____ Date: _____

If the young person is aged 12 years or older, they should be provided with the information sheet for young people and asked to provide their consent.