

St James's Trowbridge



Policy Statement on our use of images of children

Images is used here to include photographs and videos, used in printed media stored digitally, and used online (including live streaming).

Children refers to those under the age of 18.

Introduction

1. St James' Church believes that the responsible use of children's images can make a valuable contribution in enabling children to play an active role in streamed services and events and that these images are effective in promoting and sharing our many faceted work and activities with children to the community.
2. We only use images that the Rector and PCC consider suitable and which appropriately represent the range of activities we provide and the Christian values we adhere to. Images should only be taken with the consent of the children's parent/guardian. No images should be used where these are likely to put a child at risk.
3. Through this policy we aim to respect young people's rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of both data protection and child protection issues.
4. Parents/guardians need to be aware that the church building and surrounding churchyard is open to the public.

Data protection

5. Photographs and video images of children and adults are classed as personal data under the terms of the Data Protection Act 2018 (GDPR). We will not use images of identifiable individuals for publicity purposes without the consent of either the individual themselves, or in the case of children, their parent or guardian. For children, this consent will be obtained through our Consent Form, or through verbal consent when parents / carers are present.
6. Older children (such as teenage young leaders) should also give permission for their images to be used
7. Participation in group photographs will imply consent.

Child Protection

8. We will only use images of children in suitable dress. The Rector and PCC will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse.
9. Any evidence of the use of inappropriate images, or the misuse of images, will be reported in line with our Safeguarding Policy and Guidelines.
10. Names of individual children will not be used in conjunction with their image in printed media or on photographs on the website without consent of parent/guardian.
11. Parents/guardians who do not wish their children to appear in photographs should advise the event leader at the time or contact our Parish Safeguarding Officer.
12. Our normal practice, where practicable, is to ask members of the public to refrain from photographing any children other their own without permission from the other child's parent/guardian (i.e. in a play setting). Parents/Carers may be asked to give

permission for their child to be included in a group photo at the end of a special event (such as a Nativity Play) and where possible, official photos taken by a representative of the Church in line with the above policy will be made available to families.

Use of Equipment

13. Where practical, images should be made using Church equipment (such as Church phones, Cameras and live streaming equipment). This is not always practical and in these cases permission should be granted for the use of individual's equipment to be used. This equipment should only be used as agreed and in line with the above policy.
14. When live streaming takes place, parents or guardians who wish to avoid their children coming into view of the cameras should be aware of places to sit to remain out of camera range. Information will be provided on request. The operators of the cameras should be made aware of anyone not wishing to be included in the stream.

External photographers and events

15. External photographers should be asked to follow this policy. Images taken by journalists are exempt from the Data Protection Act and subject to guidelines governing the press. However, wherever possible and practicable, we will secure permission of parent/guardian before allowing journalists to make images of children.

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