



Parish of Mortlake with East Sheen

Photography and filming policy

Purpose and scope of this policy

The Parish of Mortlake with East Sheen - St Mary the Virgin Mortlake, Christ Church, East Sheen and All Saints, East Sheen engages with children and families as part of its services and activities.

The purpose of this policy statement is to:

- Protect children, young people and adults who take part in services, events and activities, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities, and to ensure that the PCC operates in line with values of respect and privacy, and within the law when creating, using and sharing images of children and young people.

This policy applies to all Clergy, Licensed, Commissioned and Affirmed ministers, staff, trustees (PCC), and volunteers, associated with the church.

The PCC recognises that the need to ensure the safety and welfare of children and young people and adults is of paramount importance.

This policy and procedure is aimed at ensuring children, young people and (vulnerable) adults are treated with respect. In accordance with Parish safeguarding policies, we will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

This policy respects the Children Act 1989, Human Rights Act 1998, Data Protection Act 1998 and Data Protection Act 2018.

The PCC acknowledges that it is an offence under the Malicious Communications Act 1988, section 1 to distribute images with intent to cause distress and/or anxiety. Any images of child sexual abuse that is then distributed is an offence under the Sexual Offences Act 2003.

The majority of occasions when people take photographs of children and young people/ adults are valid and do not provide any cause for concern. Unfortunately, there are occasions when this is not the case and these are some of the risks associated with photographing children or vulnerable adults:

The collection and passing on of images which may be mis-used. The identification of individual children/ vulnerable adults to facilitate abuse, The identification of children/ adults in vulnerable circumstances.



Photograph Policy

The Parish churches are places of hospitality, welcome and respect, where everyone who attends should feel safe and cared for.

The PCC recognise that:

sharing photographs and films of our activities can help us celebrate the successes and achievements of our church community including children and young people, and provides a record of our activities and raise awareness of our parish activities.

The welfare of the children and young people taking part in our activities is paramount, children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, race, religion, sex/gender or sexual orientation.

Consent and Permission

Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images, there are potential risks associated with sharing images of children online, where we suspect abuse or misuse of images of children we will follow our safeguarding procedures in line with Diocesan safeguarding guidelines.

Church services may be photographed for use on church social media and websites. Prior notice will be given when photography will take place and signs will be clearly displayed.

'*No photo areas*' will be clearly marked and congregation members given the choice not to be photographed. Wardens and Sidespeople will be briefed to assist with helping congregation members find appropriate seating.

Explicit written consent of the individual/parents/carers (and children/young people of appropriate age) will be sought where minors appear in photographs and where it is intended that pictures will be posted online or in parish literature.

This will be done via an image release form and completed by a churchwarden or suitable deputy. The forms will be held at the parish office, St Mary the Virgin Mortlake High Street SW14 8JA.

The form will always explain clearly what images will be used for.

If children, parents/carers or family members do not consent to photographs being taken, we will respect their wishes.

We will never exclude a child from an activity or event because we do not have consent to take their photograph.



Withdrawal of consent

If a family withdraw their consent for an image to be shared it may not be possible to delete images that have already been shared or published.

Who will take my picture and how will images be stored.

Photographs will only be taken by a designated photographer who has been approved by the Safeguarding Team. It is unlikely that professional photographers will be used, when they are relevant information on their own policies and practices will be made available.

Photographs taken on behalf of the PCC (for use on websites, social media and other parish literature) on a private camera will be uploaded to a memory stick and kept on-file, on the office computer. The originals may also be stored by the approved photographer on their personal device. Each photographer retains the copyright to images but part of the PCC approval process ensures that all photographers undertake not to share or use any images taken for the PCC which include people. Images of buildings, fabric and fixtures may be shared more widely.

Images taken on a personal mobile phone or Smart device will only be taken on behalf of the PCC by individuals approved by the Safeguarding team.

Images will be shared and stored in the Parish Cloud or uploaded onto the Parish Office computer. Images on personal devices are then deleted.

Copyright

Appropriate credit should always be given to photographers and copyright respected.

Identification of subjects

It is PCC's policy and practice only to include names of those photographed with written consent. Children are typically only identified by anything other than their first name, if at all, and consent for being named must be given in writing.

The PCC will never publish personal information about individual children or families.

Sharing of images between those who have been photographed.

Consent forms carry an additional permission to share images between those families whose children appear in the same photo. Once full permissions have been signed photos may be shared. Photos will not be shared to individuals unless full permission and consent has been obtained.



Helpful and neighbourly practice

Where there are many children attending services the officiating cleric/ minister churchwarden or suitable deputy will remind congregation members about widely accepted expectations of sharing of photographs and will recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share.

Identification, Openness and Concerns

Photographers taking pictures on behalf of the PCC will always wear a badge showing their role. Congregation members should feel able to approach and challenge any person taking photographs and opt out.

Photography at services or events when children themselves, parents, carers or others are taking photographs or filming are for personal use and does not fall under this parish policy.

Note: It is not illegal to take photographs at a public event even if asked not to do so; divine worship of the Church of England is by its nature a public event, there are no wholly private services (this includes Occasional Offices: Baptism, Weddings and Funerals). Events and activities should include notices about helpful and neighbourly practices surrounding the taking and sharing of photographs.

Filming

Filming will be treated in the same way as photography. Release forms used and consent sought. No-one should feel compelled or pressurised into appearing on film.

Final Note

Camera phones are a source of both amusement and convenience. Instead of having a bulky digital camera, these picture-taking devices allow for spontaneous photo opportunities. The majority of people now carry a device complete with a camera.

But for all of their convenience, camera phones aren't always a good thing. Now that cameras are so discreet, they're being used for more than candid shots. This has created an ever-growing list of places where camera phones are unwelcome.

The church has no plans (nor powers) to ban cameras this policy acts as a guideline of practice and statements of intent on how we as a PCC commit to openness and clarity when taking and using photographic images and film in the life of the parish churches.

Policy Reviewed by the PCC annually before the APCM