

## Taking Images: Statement of Practice

Photography of children, young people and adults involved in church activities can be very positive and bring useful publicity, but there are some important issues to note. The following checklist applies to those taking images (still photographs, digital images or videos) for, or on behalf of All Saints.

1.	Are you using your own equipment?	It is best practice to avoid using personal equipment if possible. However, we realise many will use personal equipment for this purpose and, if this is the case, the images should be deleted once used.
2.	Have you considered how images will be used?	This will enable you to ask for informed consent. Consent is only given for that purpose. Specific consent from a parent / carer is required if you wish to use the names of any children.
3.	Are the people in suitable dress?	Avoid images of people in swimwear or in school uniform if the school name is visible
4.	Does the image contain 'wide-angle' images of children?	Consent is not needed in a wide-angle image in a public place (such as outside). For wide-angle images inside a church building (not a public place) organisers should make clear to all participants and parents/carers that these kinds of images will be taken and for what purpose. Consent is inferred if people are invited to be part of or to submit an image.
5.	Does the image contain 'close up' images of children?	Consent is required from parents / carers. One way this can be done is through a parental consent form, possibly as part of the process for registering a child's participation in an activity or event. Parental consent is inferred if people are invited to be part of or to submit an image.
6.	Is an adult the main subject, or one of the main subjects, of your image?	Seek verbal consent from the adult, letting them know how their image will be used. Consent is inferred if people are invited to be part of or to submit an image.
7.	Are you aware of any people who should not be subject to close-up photography?	For example children in care and adults unable to give <b>informed</b> consent
8.	Consider how to store the image and for how long	Images should not be stored on unencrypted portable equipment (laptops, memory sticks, mobile phones). If unavoidable, images should be kept on a device protected with a code or other secure method of access. Hard copies should be stored in a locked drawer.

<sup>1</sup> Information taken from the CofE document 'Safer Environment and Activities' (Sep 2019).