

**ST BRANDON'S, BRANCEPETH**

**RECORDING AND USE OF  
PERSONAL PHOTOGRAPHS**



### Background

The Diocesan Code of Safer Working Practice states that those working on behalf of the Parish with children, young people and (vulnerable) adults must not take photographs of them on personal phones or cameras as this means that images are stored on personal devices. However, the Diocesan Safeguarding Policy more generally says, 'Ideally avoid using personal equipment to take photos and recordings on behalf of the church. *This may not be possible* and if not, images should be deleted *once they have been used for their intended purpose.*' As St Brandon's does not own a camera or similar device, we follow this second piece of guidance.

### Policy

The people below are authorised by the PCC to take photos on their own devices of children, young people and vulnerable adults engaged in church activities:

- Carol Beeby (as Churchwarden, to cover church, Sunday School and Messy Church);
- Sue Morgan (as Newsletter editor);
- Geoff Moore (to cover Youth Club);
- Gillie Smellie (as social media co-ordinator); and
- Colin Waterman (as PCC secretary).

In operation:

- Photographers will abide by the various rules set out in the diocesan policy (see below).
- Photos taken on personal devices will be sent to Sue (for Newsletter), Gillie (for social media) and/or Colin (for longer term storage), or others as agreed by PCC.
- Once receipt has been confirmed, photos will be deleted from the photographers' devices.
- The recipients will delete the photos from their devices as soon as they have been used for the intended purpose (e.g., once the Newsletter is published).
- The PCC secretary will keep any photos received in password-protected storage but review and delete them on at least an annual basis.
- Where doubt exists about further dissemination of particular images, the Parish Safeguarding Officer should be consulted.

## **Diocesan guidelines for photography**

From the [Code of Safer Working Practice](#) and the [Diocesan Safeguarding Policy](#) (2023).

### **Consent:**

Written consent should be obtained for any photographs or videos to be taken, shown, displayed or stored.

- Children under the age of 13: consent should be gained from their parents
- Children aged between 13 and 16: consent should be gained from parents and the children themselves
- Children aged 17: consent should be gained from the children themselves

Consent is not needed if children appear in a wide-angle group photograph in a public place but it is good practice to announce at the start of a church service, youth event, nativity play etc. if images will be taken to give people chance to object or remove themselves from view. Therefore official photographers should be easily identifiable.

### **Good practice:**

- Only use images of children in suitable dress/kit
- Children who are in care should not be photographed as this could put them at risk
- Avoid supplying a child's full name or school details unless considered necessary
- Images should be stored securely if they need to be kept
- Remind children to follow the same guidance.