

Safeguarding Trust

Guidance on the taking and publishing of photographs and recorded images

Introduction

The Church of Ireland, through its policy, *Safeguarding Trust*, is committed to ‘setting standards for the welfare of all children and young people sharing in its ministry with a view to protecting them from physical, sexual and emotional harm.’

As part of this policy, it is necessary for parishes and dioceses working with children and young people to seek the consent of parents/guardians of children/young people giving permission for those children/young people to be present in photographs or on recorded images while attending a parochial or diocesan event. In addition, where photographs are published by the parish or diocese, (for example, in the parish/diocesan magazine or on the parish/diocesan website) the full-names of children/young people will not be given.

It is not practicable, however, on public occasions for the parish or diocese, the rector/priest-in-charge or bishop, or any other leader to regulate and oversee the use by every or any individual present of his or her camera, video recorder, camera on a mobile or smart phone, or any other such device. Hence, the following appropriate, realistic and albeit, limited safeguards should be in place to protect children/young people as far as is possible from inappropriate use of their images.

Concerns about intrusive or inappropriate taking of photographs or recorded images, or the use of photographs and recorded images, should be reported directly to the parish panel or to the leader-in-charge who should then inform the parish panel.

TAKING OF PHOTOGRAPHS AND RECORDED IMAGES

Good practice guidelines:

- **Parental/Guardian *consent has been obtained*** in writing for the taking of photographs and recorded images. (See the standard 'sample' form on the reverse of this leaflet).
- ***No unsupervised access*** to children/young people is permitted or appropriate. This includes for photographic and recording purposes.
- ***Suitable clothing must be worn.*** Photographing and recording of children/young people should be permitted only when suitable clothing is worn.

Photographers employed at events

Check that the photographer has been vetted and issue identification to be worn at all times.

PUBLISHING OF PHOTOGRAPHS AND RECORDED IMAGES

- **Establish the type of images** that appropriately represent the activity and the parish/diocese. Think carefully about any images you may wish to use in hardcopy, online or on social media.
- **Never use the full name(s)** of the children/young people along with the image(s). First names could be used if it is appropriate to name individuals. In group photos the first names should **not** be matched with their image in the photo in order L-R. Eg ‘Jane, Tom, Jackie and Sally – prize-winners in the painting competition’.

- **Only use images of children in suitable clothing.** Parishes/dioceses can be involved in a range of activities; clearly some will pose a higher risk for potential misuse than others. Photos of these activities should focus on the activity rather than the individual child/young person.

Only photographs or recorded images where consent has been given through the parish/diocese will be used for publicity purposes. Where consent is given for the use of photographs and recorded images of children/young people, they may appear in a range of hardcopy, online publications and social media.