

Roman Catholic Diocese of East Anglia



Appendix 2

GUIDANCE ON THE USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE INVOLVED IN CHURCH ACTIVITIES

The Catholic Church is committed to providing a safe environment for children and young people. Implicit in this is the commitment to ensure that all published images represent participants appropriately, and with due respect, and are taken and displayed in accordance with the Data Protection Act.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of a child when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use in child pornography websites.
- The taking of inappropriate photographs or recorded images of children and young people.

RECORDING IMAGES OF CHILDREN/YOUNG PEOPLE

- When planning community celebrations etc, e.g. First Holy Communion, at which many parents will wish to take photographs and/or professional photographers may be present, those attending should be advised of this in advance, and of the existence of this policy. If they decide to participate in the event, their consent to photographs being taken will be assumed. They will be advised of their responsibility for deciding how their children are photographed/videoed, and for removing them from the immediate area if they are concerned about any aspects of the recording.
- The consent of parents and children (who are of an age to give informed consent) will always be sought in writing for the display of images, and they should not be retained. **(See Form Photo 1)**.
- A general consent to group & activity photos is contained within the Parental Consent Form for activities **(Form Photo 1)**.
- Recording of images will take place within the context of the group/activity/event and those employed to record images of children and young people will not have unsupervised contact with children or young people.
- All children and young people featured in recordings must be appropriately dressed.
- The photograph/recording should focus on the activity. Wherever possible images of children and young people will be recorded in small groups.
- Any instances of the use of inappropriate images should be reported to the Safeguarding Co-ordinator/Officer/Adviser who will consider contacting the Internet Watch Foundation and/or the Police.
- Children, young people and parents will be informed that if they have concerns about inappropriate or intrusive photography, these should be reported to the event leader and recorded and managed in the same manner as other child protection concerns.
- All concerns regarding inappropriate or intrusive photography should be reported to the appropriate individual within the Church and any relevant external agency.

GUIDELINES FOR PUBLISHING IMAGES

- Always ask for parental/carer permission to use an image of a child/young person. This ensures that parents/carers are aware of the way the image of their child is representing the Church. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done at the beginning of the session.
- Ask for the child/young person's permission to use their image, where they are of an age to give informed consent. This ensures that they are aware of the way the image is to be used to represent the Church. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done when the child first becomes involved in the event/activity group. **A general consent to group & activity photos is contained within the Parental Consent Form for activities**

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- Think about the level of consideration you give to the use of images of children and young people, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used on websites.
- If a child/young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the person. Personal details should never be revealed.
- The event leader must ensure that delayed streaming of images onto a website takes place. This provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).

GUIDELINES FOR COMMISSIONING A PROFESSIONAL PHOTOGRAPHER FOR CHURCH EVENTS

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times. Inform children, young people and parents/carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children and young people or one-to-one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child or young person's home.

