



## **Safe Use of Cameras and Images Policy 2020**

***Our Lady of Sorrows and St. Bridget of Sweden, Isleworth, is fully committed to safeguarding and promoting the well-being of all its parishioners. We should always show respect and understanding for the safety and welfare of others. Parishioners are encouraged to be open and to share any concerns or complaints that they may have with the Parish Safeguarding Representative.***

Generally, photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording activities run or facilitated by the Church
- documenting and recording special events and celebrations such as Baptisms, First Communions and Confirmations.

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the attached forms and do not hesitate to contact us should you have any queries.

### **Parental Consent for Images – Conditions of Use**

- This form is valid for the period of time your child attends Our Lady of Sorrows and St. Bridget of Sweden, Isleworth and includes all Church-led activities in which your child participates. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the setting without additional consent.



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- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video/DVD, on our website, or in any of our other printed publications.
- We will not include personal addresses, emails, telephone numbers, fax numbers on video, on our website, or in other printed publications.
- If we use photographs of individual children, then we will not use the name of that child in the accompanying text or photo caption. If we name a child in any text, then we will not use a photograph of that child to accompany the article.
- We may include pictures of children, Church Leaders and helpers that have been drawn by the children.
- We may use group photographs or footage with general labels, such as 'making Christmas decorations.'
- We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way to role model positive behaviour.
- This consent can be withdrawn by parent/carer at any time by informing the Setting in writing.

Please Circle as Appropriate	
May we use your child's photograph/image in displays around the Church setting?	Yes / No
May we record your child's image or use videos for assessments, monitoring or other educational uses within the Church setting? (these images or recordings will be used internally only)	Yes / No
May we use your child's photograph/image in our prospectus and other printed publications that we produce for educational and promotional purposes?	Yes / No
May we use your child's image on our website or other electronic communications?	Yes / No
Are you happy for the school to print images of your child electronically	Yes / No

**I have read and understood the Conditions of Use and I am also aware of the following:**

- **Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.**



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- **The press is exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.**
- **I/we will discuss the use of images with our child/ren to obtain their views, if appropriate**
- **As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children then we will only use these for personal use.**

Name of Church:	
Signature of Parent/Carer:	
Print name of Parent/Carer:	
Child's Signature (if appropriate):	
Date:	

## Group Activity Permission Letter and Form

We are staging a special event. We are sure some parents/carers would like to take photographs/videos of the event. In circumstances, such as special events, we request specific consent before photographs can be taken by a third party. If you wish to take photos at the event there is a strong possibility that other children will also be included within the picture. We therefore need to ensure all parents/carers who have children in the event are happy for photographs to be taken, and hence need to request their permission.



## Safe Use of Cameras and Images Policy 2020

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video. We now have the exciting dimension of adding our images and videos to our online social network, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and video with family and friends.

Whilst this can be very useful to all of us, we must ensure we protect and safeguard all children, Church leaders and helpers including those who do not want to have their images stored online.

### REMEMBER

- **Once posted and shared online any image or video can be copied and will stay online forever.**
- **Some children are at risk and MUST NOT have their image put online. Not all members of the community will know who they are.**
- **Some people do not want their images online for personal or religious reasons.**
- **Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.**
- **Therefore, in order to keep all members of the community safe we must all 'Think Before We Post' Online.**

We are happy for parents and carers to take photos and video the event for personal use but we request that these images are not distributed or put online. This is to protect all members of the community.

Please be aware that parents and carers are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of an event).

We would, therefore, be very grateful if you would complete the slip at the bottom of this letter and return at your earliest convenience but at a maximum of 24 hours before the event.

Should any parent/carer not agree with their child being photographed, we will consider alternative options including:

- restricting who is involved in the special event
- staging specific photograph opportunities

**Photographs of setting productions are ones which parent/carers tend to treasure. We will therefore only prohibit the use of cameras and videos as a last resort. We hope you will support us in this.**



### Safe Use of Cameras and Images Policy 2020

Name of Church led Event:	
Child's Name:	
Date:	
<b>I am/am not happy for photographs to be taken of the special event in which my child is due to appear in.</b>	
Signature of Parent/Carer:	
Date:	

### Parental Consent for Images as part of Group Activity

Name of Church Group Activity:	
Child's Name:	
Date:	
<b>I am/am not happy for photographs to be taken of the special event in which my child is due to appear in.</b>	
Signature of Parent/Carer:	
Date:	



## Safe Use of Cameras and Images Policy 2020

### Guide to the Use of Images Online

#### Using Images Safely and Responsibly

We all enjoy and treasure images of our family and friends; family events, holidays and events are moments we all like to capture in photos or on video.

We now have the exciting dimension of adding our images and videos to our online social networks, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and video with family and friends.

Whilst this can be very useful to all of us, we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

#### **What should we all think about before posting any images or video online and are there any risks?**

- **Once posted and shared online any image or video can be copied and will stay online forever.**
- **Some children are at risk and MUST NOT have their image put online. Not all members of the community will know who they are.**
- **Some people do not want their images online for personal or religious reasons.**
- **Some children and staff may have a complex family background which means that sharing their image online can have unforeseen consequences.**



## **Safe Use of Cameras and Images Policy 2020**

- **Therefore, in order to keep all members of the community safe we must all 'Think Before We Post' Online.**

At Our Lady of Sorrows and St. Bridget of Sweden, Isleworth we are happy for parents and carers to take photos and video of events for personal use but request that these images are not distributed or put online.

This is to protect all members of the community. We thank you for your support.

### **Further Information on the Use of Images and video:**

- Be Safe Online: <http://tiny.cc/49eiu>
- Information Commissioner's Office: <http://tinyurl.com/yc7nmnv>
- Think U Know: [www.thinkuknow.co.uk/parents/safeuse](http://www.thinkuknow.co.uk/parents/safeuse)
- Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)