

# Beeston Methodist Church

## Guidelines for Photography.

*As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.*

Photography and video recording are important ways of recording activity and providing an historic record – illustrating and validating important moments in people's lives and the life of our Church. It is, however, a powerful and personal process, and we must therefore respect the rights of everyone to make the choice whether or not to be photographed.

At large events make arrangements to provide video or photographic stills of the participants in action or set up photo opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child who is not to be photographed to take part. If there are children or young people at the event for whom you do not have a completed consent form put the Notice about Photographs in prominent places or in the event programme and make sure official photographers are aware of the Guidelines for Photographers.

- Photographs are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents or carers before taking and using photographs of anyone under 18 in any publications, websites or social media.
- Do not photograph any child who has asked not to be photographed.
- Photography or recording should focus on the activity and not on a particular child.
- When using photographs of children and young people, it is preferable to use group pictures. When a photograph of an individual child or young person is used, names or other personal details should not be used in any caption.
- Care must be taken when advertising special events for children and young people.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Report the use of inappropriate images immediately to the Beeston Methodist Church Safeguarding Officer, (email: [safeguarding@beestonmethodist.church](mailto:safeguarding@beestonmethodist.church)) to reduce the risks to children, young people and vulnerable adults.
- Consider advertising events simply by giving contact details of the adults responsible.
- When posting activity ideas for children or young people ensure they comply with good safeguarding practice.

**Approved by Beeston Methodist Church Council: 10<sup>th</sup> May 2017**

# Beeston Methodist Church

## Guidelines for Photography.

Persons taking or using photographs of people within the church community should be aware of the Beeston Methodist Church's guidelines for photography.

- Photographs are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain written and specific consent from parents or carers before taking and using photographs of anyone under 18 in any publications, websites or social media.
- Do not photograph any child who has asked not to be photographed.
- Photography or recording should focus on the activity and not on a particular child.
- When using photographs of children and young people, it is preferable to use group pictures. When a photograph of an individual child or young person is used, names or other personal details should not be used in any caption.
- Care must be taken when advertising special events for children and young people.
- Ensure that the image files are appropriately named – do not use names in image filenames or Alt tags.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Report the use of inappropriate images immediately to the Beeston Methodist Church Safeguarding Officer, (email: [safeguarding@beestonmethodist.church](mailto:safeguarding@beestonmethodist.church)) to reduce the risks to children, young people and vulnerable adults.
- Consider advertising events simply by giving contact details of the adults responsible.
- When posting activity ideas for children or young people ensure they comply with good safeguarding practice.

**I confirm that I have read and agree to abide by these guidelines.**

**Name:**

**Position held:**

**Signature:**

**Date:**

Please complete and return this form to Heather Brough, Beeston Methodist Church Safeguarding Officer  
c/o Chilwell Road

## Consent Form for the use of images of children.

This form is to be used by people who have not signed the Workers with children and young people guidelines to gain consent to take photographs of children.

Photographers must have read and signed the guidelines for photography document.

At Beeston Methodist Church we take the issue of child safety very seriously, and this includes the use of images of children. We occasionally include images of children in publications and on our website, but we have a duty of care which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are use in this way.

We ask that parents' consent to the church taking and using photographs and images of their children. Any use of images at Beeston Methodist Church is underpinned by our Safeguarding policy and guidelines on photography. We will never include the name of a child alongside an image.

Please complete, sign and return this form to:

Heather Brough: Beeston Methodist Church Safeguarding Officer c/o Chilwell Road

---

I consent to photographs and digital images of the child named below, appearing in Beeson Methodist Church printed publications, websites. I understand that the images will be used only for church purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed using other media, such as CD-ROM.

Name of child: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Use in Church publications: Yes/no

Use on websites: Yes/no

Use on social media: Yes/no

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

Queries regarding this form should be addressed to:

Heather Brough: Beeston Methodist Church Safeguarding Officer.  
email:safeguarding@beestonmethodist.church