

PHOTOGRAPH AND FILMING POLICY

The Parochial Church Council (PCC) of Immanuel Highters Heath

Purpose of Policy

Immanuel Highters Heath works with children and families as part of its activities e.g. Messy Church.

The purpose of this policy statement is to:

- **protect** children and young people who take part in Immanuel Highters Heath services, events and activities, specifically those where photographs and videos may be taken
- **set out** the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- **ensure** that we operate in line with our values and within the law when creating, using and sharing images of children and young people
- **ensure** compliance with GDPR regulations and to comply with the Immanuel Highters Heath Data Protection Policy.

Scope of Policy

This policy applies to **all** staff, volunteers and other adults associated with Immanuel Highters Heath.

The policy applies to **all** publications and visual representations made and published by the church, including but not limited to:

- the website: www.immanuelhightersheath.com
- all websites representing Immanuel Church in any capacity e.g. www.achurchnearyou.com
- social networks, such as Facebook and Twitter
- online discussion fora and blogs
- printed publications e.g. Immanuel newsletters, magazines, publicity material for church events.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children e.g. the Data Protection Act 2018.

General principles

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- the welfare of the children and young people taking part in our activities is paramount
- children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

What we will do

We will seek to keep children and young people safe by:

- **always asking** for written consent from a child and their parents or carers before taking and using a child's image; providing a badge so that those who are not to be photographed can be easily identified
- **never using or publishing** the names of children whose images are being used in our published material (and only using first names if we do need to identify them)
- **never publishing** personal information about children
- **making sure** children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- **using** images that positively reflect young people's involvement in the activity.

In the event of anyone abusing these guidelines, the PCC will immediately refer the matter to the Diocesan Safeguarding Team for advice and guidance on actions to be taken.

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- **reminding** parents/carers and children that they need to give consent for Immanuel Church to take and use images of children
- **asking** people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- **recommending** that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- **reminding** children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Immanuel Highters Heath's use

We recognise that our group leaders may use photography and filming as an aid in activities such as music or drama. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- **providing** the photographer with a clear brief about appropriate content and behaviour
- **ensuring** the photographer wears identification at all times
- **informing** children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- **not allowing** the photographer to have unsupervised access to children
- **not allowing** the photographer to carry out sessions outside the event or at a child's home
- **reporting** concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Immanuel Highters Heath) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera

- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Immanuel Highters Heath will:

- **verify** the above details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.
- **inform** children, parents and carers that at the event an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured ID badge.
- **ask to leave** anyone we are concerned is misusing their sessions for photography or filming purposes and, depending on the nature of the concerns, follow our Safeguarding procedures.

Storing Images

We will:

- **never** store photographs or films of children. Images and films will be published on our Facebook page and our website. Occasionally those images may be used in publicity material
- **review** images published on our Facebook Page, website and publicity material every five years
- **store** documents containing images of children (e.g. publicity material for special services) as encrypted files on the computer of the website administrator
- **allow only** authorised staff to take photographs and films of children; these will be immediately deleted from the device used once published on Facebook or our website
- **never** permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices (e.g. tablets) belonging to Immanuel Highters Heath should be used.

Related Policies and Procedures

This Policy statement should be read alongside our organisational policies and procedures, including:

- Data Privacy Notice
- Immanuel Safeguarding Policy
- Immanuel Social Media and Online Policy

Contact Details

- If you have any concerns or need to talk to someone, please contact Immanuel as follows:
 - **Photography and filming:** Immanuel Church - Immanuel-highters-heath@live.co.uk or 0121 430 7578
 - **Safeguarding:** Sam Setchell (Immanuel's Safeguarding Co-ordinator) - immanuelsafeguarding@gmail.com or 07887 777 674

19 May 2026