

Children & Young People Photography & Filming Policy Statement

The purpose and scope of this policy statement

The National Society (Church of England and Church in Wales) for the Promotion of Education (“the National Society”) works with children and families as part of its core aims of developing leaders, shaping policy, and growing faith.

The voices of children and young people are important in these aims, so that we know how best to lead by example and gives resources and support to others in the education system (such as dioceses, churches, and schools). We also want any marketing material we create to promote our activities to reflect the students in our schools and churches and their experiences.

The purpose of this policy statement is to:

- protect children and young people who take part in the National Society’s 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.

This policy statement applies to all staff, volunteers, grant recipients, and other adults associated with the National Society.

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England and Wales including the Data Protection Act 2018, the UK General Data Protection Regulation, and resources from the National Society for the Prevention of Cruelty to Children (NSPCC).

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 so that they can flourish, and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children and young people taking part in our activities is paramount
- Children, their parents and 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 children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

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
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example, the name of their school or a school uniform with a logo)
- 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)
- Reducing the risk of images being copied and used inappropriately by:
 - Only using images of children in appropriate clothing (including safety wear if necessary)
 - Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
 - Using images that positively reflect young people's involvement in the activity.

Photography and/or filming for the National Society's use

Children, young people, parents, and carers must be made aware if photography and filming is part of a National Society event 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, their parents and 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.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs or videos being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing Images

We will store photographs and videos of children securely, in accordance with data protection law. We will store images and videos on secure electronic systems, with access restricted to authorised persons only. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Images and videos will be stored for a period of two years.

The National Society does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras and devices belonging to the National Society (or contractors who are explicitly engaged to take photos and videos on behalf of the National Society) should be used.

Contact details

If you have any queries regarding this processing activity, please contact, in the first instance, **Lisa Osborne, Governance Support Officer, lisa.osborne@churchofengland.org**

If you have any concerns or queries about how the National Society handles personal data, please contact the Data Protection Officer at:

- gdpr@churchofengland.org
- online via the following link: <https://www.churchofengland.org/terms-and-conditions/national-church-institutions-data-protection> or
- by telephone: 020 7898 1030.

You have the right to make a complaint at any time to the Information Commissioner online at:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or by telephone on 030 3123 1113 (local rate).

This policy statement has been developed using a template provided by the NSPCC. We are committed to reviewing our policy and good practice.

Revision No.	Date of change	Change Description
1.0	05/09/2022	Version 1
2.0	07/03/2023	Version 2 – minor amendments