



Safeguarding

The **Methodist** Church

London District

Forest Circuit (35/33)

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Safeguarding Policy for taking, publication and retention of photographs/moving images of Children

Circulation: Ministers, Safeguarding Officers and Church Councils

This policy defines the use of photographs and moving images of children taken in the name of The Methodist Church at Forest Circuit churches, who can take them, how they can be used and the retention of associated files. It is the aim of this Protocol to protect children under the age of 18 from being identified by people that have no reason to know them. It is unfortunate that photographs of children can be misused if published or uploaded to social media. Once loaded onto the Internet images cannot be easily eradicated and are open to abuse by those who may wish to use them for purposes other than that intended.

NB: PARENTS HAVE A RIGHT TO PREVENT THEIR CHILDREN FROM BEING PHOTOGRAPHED. THEY CAN ALSO OBJECT TO HAVING PICTURES OR MOVING IMAGES OF THEIR CHILDREN PUBLISHED.

1. The Parents/Guardians of all children attending groups or special events, whether children of members or guests, are required to complete the Media Permission Form FC8. This documents states whether a child is allowed to be photographed or not. This permission, or refusal, lasts until the child attains eighteen years of age unless it is superseded with another signed form. These Forms are to be securely stored by the Safeguarding Officer and a list made available to all organisation leaders and editors.
2. Children **MUST** be asked if they wish to have their pictures taken and their wishes obeyed.
3. If a child is not known to the leader and cross-reference to the Media List is not successful, then that child **MUST** not be photographed. This may mean some children should be withdrawn from group photographs.
4. Organisational Leaders are responsible for approving all photographs/moving images for publication having checked against the up-to-date Media List obtained from the Safeguarding Officer. This includes any photograph not commissioned by the organisation ie obtained from parents.
5. Editors/publishers of Church newsletters and websites **MUST** ensure all photographs for publication (Newsletters, Social Media, Internet etc) have be signed off by the leader of the Organisation/Event or the Safeguarding Officer.

6. Published pictures must not be accompanied by information that will enable identification of that child by people who do not already know them. ie Use of only first names is permitted. Details of age, date of birth, address, surname or school are explicitly barred. Where the media has pictures of only one child, or one of each sex, care should be taken even when using first names.

a) An exception exists for the publication of birth announcements. If the parents wish for the full name and date of birth along with a photograph to be published, then it can be done at their risk.

7. Photograph Retention/Storage. Photograph originals containing children must not be retained beyond publication date. Archive photographs, if kept, can only be kept in secure

Note: Safeguarding Policy, Procedures and Guidance April 2017. Para 6.5.7 refers