



# Photographic Consent Policy:

To be read in conjunction with "Safeguarding Policy: Parts 1, 2, 3, and 4"



# Photographic Consent Policy



## INTRODUCTION AND PURPOSE<sup>1</sup>

BCC-Salford works with children and families as part of its activities. These include:

- Church/worship
- Cooking
- Gardening
- Crafts
- Drop in Café
- Holiday activities for children/families
- Open days/evenings
- Community events
- Other projects

The purpose of this policy statement is to:

- protect people, particularly children and young people who take part in BCC-Salford'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 people (particularly children and young people) during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of people, particularly children and young people.

This policy statement applies to all staff, volunteers and other adults associated with BCC-Salford.

## DEFINITIONS OF TERMS

For the purpose of this guide, the term '**child**' refers to anyone under the age of 18 years.

## LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on NSPCC Learning:

- [Online abuse legislation and guidance](#)
- [Child protection legislation and guidance](#)

**Also refer to the legislation and guidance listed within our Safeguarding Policy.**

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<sup>1</sup> This policy is based on the NSPCC 'Example of a photography and filming policy statement' (2021). We are grateful for these organisations for publishing sample guidance on the internet.



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## WE BELIEVE THAT:

- People, and especially children and young people, should never experience abuse of any kind
- We have a responsibility to promote the welfare of people and particularly children, young people, and adults who may be vulnerable, and to take, share and use images respectfully and safely.

## WE RECONISE THAT:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children, young people, and other people taking part in our activities is paramount
- People, including 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 people when they (including children, 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 people, especially children, online.

## WE WILL SEEK TO KEEP PEOPLE SAFE BY:

- Always asking for written consent before taking and using a person's image. Consent will also be asked from children and adults at risk, and their parents or carers. See Consent Form(s) in APPENDIX A of this document.
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images
- Making it clear that if a person withdraws 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 people 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 people. We will seek to disguise any identifying information of children in particular (for example the name of their school or a school uniform with a logo)
- Making sure people, including children's parents and carers understand how images 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 (disguising the name of schools or school logo, including safety wear if necessary)
  - avoiding full face and body shots of people (especially children) taking part in activities such as swimming where there may be a heightened risk of images being misused
  - using images that positively reflect people's involvement in the activity.



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We will also develop a procedure for reporting the abuse or misuse of images of children and adults at risk as part of our safeguarding procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### 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 people, including children and parents and carers, that they need to give consent for BCC-Salford to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from people, including children and parents and 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 people, including children and parents and carers, who they can talk to if they have any concerns about images being shared.

### PHOTOGRAPHY AND/OR FILMING FOR BCC-SALFORD'S USE:

We recognise that our group/session leaders may use photography and filming as an aid in activities such as music or drama, or documenting projects or sessions. However, this should only be done with BCC-Salford's permission and, where possible, using our equipment.

People, including children, young people, parents and carers, must also be made aware that photography and filming 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 adults safe by:

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

### PHOTOGRAPHY AND/OR FILMING FOR WIDER USE:

If people such as partnering organisations, local journalists, professional photographers (not hired by BCC-Salford, or students wish to record one of our activities or events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:



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- the name and address of the person using the camera
- the names of people 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.

BCC-Salford will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the people who are the intended subjects of the images and any parents or carers, and inform the photographer of anyone who does not give consent.

At the event or during the activity we will inform people that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If BCC-Salford is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

### IF CONSENT TO TAKE PHOTOGRAPHS IS NOT GIVEN

If people, including children, parents and/or carers do not consent to photographs 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 person or make them feel isolated. We will not exclude a person from an activity because we do not have consent to take their photograph.

### STORING IMAGES

We will store photographs and videos of people securely, in accordance with our safeguarding policy and data protection law.<sup>2</sup>

We will keep hard copies of images in a locked drawer/cupboard and electronic images in a protected folder with restricted access (Google Photos, BCC-Salford password protected account). We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

BCC-Salford does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to or approved for use by BCC-Salford should be used.

[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found from the [Information Commissioner's Office](#)].

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<sup>2</sup> <https://ipo.blog.gov.uk/2019/06/11/copyright-and-gdpr-for-photographers/>



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### CONTACT DETAILS

**Photography and images co-ordinator**

**Name:** Reverend Louise Kenyon

**Phone/email:** louise@bcc-salford.org

**Senior lead for safeguarding**

**Name:** Reverend Louise Kenyon

**Phone/email:** louise@bcc-salford.org

**Alternative for safeguarding:**

**Name:** Reverend Carl McCann (Church of the Nazarene British Isles South District Superintendent)

**Phone/email:** carlmccann7@hotmail.com

**NSPCC helpline**

0808 800 5000



# Photographic Consent Policy



## APPENDIX A

### PHOTOGRAPHY AND FOOTAGE CONSENT FORM<sup>3</sup>

#### NAME OF PROJECT OR EVENT:

We love to share news of our activities and events by taking and sharing photos and video. We need your consent to do this for the project or event named above.<sup>4</sup>

We often share:

- Online, particularly BCC-Salford's website and affiliate websites/campaigns
- Via social media: On our 'BCC-Salford Nazarene' Facebook page
- In print (e.g. newsletters)
- With our funders who sometimes use this in their reporting or social media

Content will be used in BCC-Salford communications and publicity with no end date (although you can remove your consent at any time). By completing this form, you are consenting to BCC-Salford using photos and footage related to the project or event named above in publicity and communications materials that may be online or in print.

I hereby consent to BCC-Salford and their collaborators using photographs and footage for the purposes of its communications and campaign activities including marketing, social media, media activities. I understand that:

- materials will be held in accordance with the Data Protection Act 2018;
- that the images captured in the video recordings and/or photographs will be the copyright of BCC-Salford;
- I can ask for my consent to be withdrawn at any time

NAME OF PERSON GIVING CONSENT: .....

CONTACT NUMBER OR EMAIL:

Signed: ..... Date: .....

<sup>3</sup> Adapted from 'Hubbub Photography and Footage Consent Form'

<sup>4</sup> To be read alongside BCC-Salford's full Data Policy and BCC-Salford's Photographic Consent Policy. Visit <https://www.bcc-salford.org/items>

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### CHILD PHOTOGRAPHY AND FOOTAGE CONSENT FORM<sup>5</sup>

#### **NAME OF PROJECT OR EVENT:**

We would be grateful if you would fill in this form to give us permission to take photos of your child (under 18 years) and use these in our printed and/or online publicity materials (see overleaf). Also, discuss this with your child to gain their consent.

#### **WE WILL SEEK TO KEEP CHILDREN SAFE BY:**

Reducing the risk of images being copied and used inappropriately by:

- only using images of children in appropriate clothing (disguising the name of schools or school logo, including safety wear if necessary)
- avoiding full face and body shots of people (especially children) taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect people's involvement in the activity.
- Changing the names of people whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)

**Please refer to our full Photographic Consent Policy for more details.**

<https://www.bcc-salford.org/items>

I grant BCC-Salford full rights to use the images resulting from the photography/ video filming, and any reproductions or adaptations of the images from the project or event named above for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.

|               | <b>Name of child</b> | <b>Signature of child</b> give BCC-Salford permission to take and use photographs and/or video of me for purposes described above. |
|---------------|----------------------|--|
| Name of child |                      |  |
| Name of child |                      |  |
| Name of child |                      |  |

I (name of parent/guardian) ..... give BCC-Salford permission to take and use photographs and/or video of my child(ren) for purposes described above.

Date: ..... CONTACT NUMBER OR EMAIL:

<sup>5</sup> To be read with page one of Photography and Footage Consent Form, BCC-Salford's full Data Policy, and BCC-Salford's Photographic Consent Policy, visit <https://www.bcc-salford.org/items>



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| <b>Related policies</b>         | <ul style="list-style-type: none"> <li>• Safeguarding Policy: Parts 1, 2, 3, and 4</li> <li>• Data Protection Policy</li> <li>• Use of Digital Devices Policy</li> <li>• Health and Safety Policy</li> <li>• Volunteer Policy</li> </ul> |
| <b>Related legislation</b>      | <ul style="list-style-type: none"> <li>• GDPR</li> </ul>   |
| <b>Lead contact</b>             | Church and Community Development Minister  |