

BALLEE BAPTIST CHURCH PHOTOGRAPHY POLICY

The purpose and scope of this policy statement

Ballee Baptist Church works with children and families as part of its activities. These include but are not limited to: Little Sunbeams, Good News Club, Sunday School, Creche, Children's Church, SALT Youth Fellowship, Saturday Night Youth Club, Holiday Bible Club and extraordinary events organised from time to time.

The purpose of this policy statement is to:

- protect children and young people who take part in Ballee Baptist'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
- to 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 and other adults associated with Ballee Baptist Church.

Legal framework

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

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](http://online.abuse.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- [child protection learning.nspcc.org.uk/child-protection-system](http://child.protection.learning.nspcc.org.uk/child-protection-system)

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, race, religion or beliefs.
- 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.

More information about this is available from learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance

See Appendix 1

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

- always asking for written consent from a child and or their parents or carers before taking and using a child's image
- 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)
- 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.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection 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 parents/carers and children that they need to give consent for Ballee Baptist Church to take and use images of children
- asking for photos taken during the event not to be shared on social media
- 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. **NSPCC Helpline 0808 800 5000**
- never publishing personal information about individual

Photography and/or filming for Ballee Baptist Church's use:

We recognise that our Church and Department leaders may use photography and filming during live streaming of church services and from any meetings or events held by our various Departments. These may be used for the purpose of publicity and communications through social media platforms and for use in publications such as The Church Magazine. However, children/young people and their parents/carers must be made aware that this is part of the program and have given consent.

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Images should only be shared on Department social media accounts for which the Department leader has control of privacy settings and must never be shared on a personal account.

If we use or 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.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will not permanently keep hard copies of images and electronic images will be stored in a protected folder with restricted access, however images may be displayed on notice boards, etc. for an unstipulated period of time.

Images that appear in publications such as The Church Magazine or Calendars are no longer under the control of Ballee Baptist Church and inclusion in these is taken as acceptance of this fact.

Images will be stored for an indefinite period to enable use in the future for such items pertaining to the history of Ballee Baptist.

We will never permanently store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Ballee Baptist Church does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Ballee Baptist Church can be used and such devices will be provided as necessary.

Related policies and procedures

This policy statement should be read alongside Ballee Baptist Church Safe & Sound Document

Contact details

Child Safeguarding Officer

Name: Trevor Gillan

Phone/email: 07715539594 cso@balleebaptist.org

Church Secretary

Name: Wesley Coulter

Email: secretary@balleebaptist.org

NSPCC Helpline

0808 800 5000 We are committed to reviewing our policy and good practice **biannually**. This policy was last reviewed on: 27/08/2019

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Appendix 1: Acknowledgment NSPCC

Risks of sharing images online

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to [grooming](#) if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image. This may affect them later in life – for example, it may affect how they see themselves, or how they are viewed when applying for a job

(Thinkuknow, 2018).

Before sharing images of children on social media, adults should consider how widely images may be shared, how long they may remain available and how this may affect the children's long-term wellbeing.