

North Kirklees & Morley Methodist Circuit Photography Policy

Policy agreed by Circuit Meeting on: 25th June 2025

To be reviewed by: June 2026 Circuit Meeting

Photographs of children and young people under 18

North Kirklees & Morley Methodist Circuit recognises that photography and video recording are important ways of recording Church activity and providing an historic record – illustrating and validating important moments in people’s lives and the life of our Church. It is, however, a powerful and personal process, and we must therefore respect the rights of everyone to make the choice whether or not to be photographed.

All Circuit groups and events will make use of the consent form at the end of this policy at the same time as we collect contact details, permission slips or registration forms.

At large events arrangements will be made to provide video or photographic stills of the participants in action or to set up photo opportunities at the end. No other photography will be permitted during performance. This will allow the performance to go ahead with limited interruption and allow any child who is not to be photographed to take part. In case there are children or young people at the event for whom we do not have a completed consent form, we will put the notice about photographs in a prominent place or in the event programme and make sure official photographers are aware of the guidelines for photographers.

Photographs of adults

Where photographs are available beyond the church community (e.g. public noticeboards, websites, social media), consent (written or oral) should be requested and recorded on the church GDPR consent register.

Use of photographs and videos on the internet

North Kirklees & Morley Methodist Circuit seeks to observe effective safeguarding guidelines for the use of photographs and videos online. We recognise that:

- Photographs are ‘personal data’ as far as data protection legislation is concerned and must be used responsibly.
- Adults will be asked to consent, either orally or in writing, to this use of their image, and this consent will be recorded as above.
- Written and specific consent from parents or carers must be obtained before using photographs of anyone under 18 on a website or social media.
- Children and young people under the age of 18 should not be identified by name or other personal details. These details include email or postal addresses and telephone numbers.

- When using photographs of children and young people, it is preferable to use group pictures. When a photograph of an individual child or young person is used, names or other personal details should not be used in any caption.
- Care must be taken when advertising special events for children and young people.
- Names should not be used in filenames or image tags.
- Only images of children in suitable dress will be used to reduce the risk of inappropriate use.
- Anyone who notices the use of inappropriate images should report this to the Superintendent minister, Rev. Marian Olsen
- or the Circuit safeguarding officer, Judith Crowther.
- When posting activity ideas for children or young people we will ensure they comply with good safeguarding practice.

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Guidelines for photographers at Circuit events

1. Do not photograph any child who has asked not to be photographed or who is under a court order (where this is known).
2. Photography or recording should focus on the activity, not on a particular young person.
3. Images should focus on small groups rather than individuals.
4. If a young person is named, avoid using their photograph.
5. All children must be appropriately dressed when photographed.
6. All people taking photographs or recording footage for official use at the event should register with the event organiser.
7. All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event organiser.

Signed: Rev Marian Olsen (*a signed copy is kept in the Circuit Office*)

Date: 25th June 2025

CONSENT FORM

In **North Kirklees & Morley Methodist Circuit** we take the issue of child safety very seriously – and this includes the use of images of children. We occasionally include images of children in publications and on our website, but we have a duty of care which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the church taking and using photographs and images of their children. Any use of images in **North Kirklees & Morley Methodist Circuit** is underpinned by our Safeguarding policy. We will never include the full name of a child alongside an image.

Please complete, sign and return this form to

..... [named person]

North Kirklees & Morley Methodist Circuit

*I consent to photographs and digital images of the child named below, appearing in **North Kirklees & Morley Methodist Circuit** printed publications or websites. I understand that the images will be used only for church purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed using other media.*

Name of child:

Name of parent or guardian:

Address:

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Signature:

Date:

Queries regarding this form should be addressed to: