



## Under 18s Photo Permissions Policy

Photographs are a very important and powerful way of spreading the message about what we do at St James's. From time to time we may take photographs of events and activities involving children in our parish. Photographs are used for publicity, on the church website, in the *Spire* magazine and sometimes in the weekly pew sheet. The way these photographs are taken and used is regulated by our *Under 18s Photo Permissions Policy*, which applies to photos where a child's face is easily identifiable.

We are committed to obtaining the appropriate and legally required form of consent before photographs of children are taken and used. This *Under 18s Photo Permissions Policy* is also available to view on the website.

- Only four people are authorised to take photographs specifically of children on behalf of the church: the Vicar, the Parish Administrator, the Children & Families' Worker and the Church Webmaster; other named people may from time to time be authorised by the PCC.
- Mobile phones are never used for photographs.
- A list of children for whom photograph permission has been refused is kept in the office.
- Photographers are issued with a memory card kept in the church office, to use in their camera. When this card is returned to the office, the images on it are checked by the Children & Families' Worker and any containing children without photo permission are deleted. Only images involving children with photo permission will be used for publicity, the website, *Spire* magazine or pew sheet.
- The memory card(s) are cleared and returned to the office once the photos have been processed for use.
- When photographs of children are used, no child will be individually identified by their full name.
- Parents and carers can look up their child's entry on ChurchSuite at any time, to check what they have given permission for. Any new instruction must be communicated to the office and will be effective from the date it is registered.
- Photographs will be stored for a maximum three years, unless permission has been given for photos to be retained by the church.