

Circuit Camera & Photographs Policy

The Circuit camera is available to take photographs of circuit-based activities, including Messy Church, Youthlinks, Circuit Youth Group activities and Holiday at Home.

The camera will be stored in the Circuit Office and must be signed in and out. The Circuit Administrators will see that this practice is adhered to. The camera will be signed for by a member of staff who may then designate a photographer during the event. Only a member of staff or the designated photographer will use the camera during the event, following these guidelines from the Connexional Safeguarding Team (2007)

Guidelines for Photographers at church events

1. Do not photograph any child who has asked not to be photographed or who is under court order (where it is known). Do not photograph any adult who has asked not to be photographed or who doesn't appear able to give consent.
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.

After the event the photographs will be uploaded onto the Dropbox site set up specifically to store these photographs by either the Youth Worker or the Children and Families Worker and deleted from the camera. Access to this site will be given to the Circuit Youth Worker, the Children and Families Worker and the Pastoral Workers, and limited access will be given to the administrator of the Circuit Messy Church page (see below). A Circuit Steward (Christine Milner) will also have access to the account for the purpose of monitoring usage and ensuring that the photographs are appropriate.

Permission to take children's photographs will be sought from parents/guardians. Where it is sought at every event, the relevant permission will be stored in the Circuit Office until such a time as the photographs are deleted. *Photographs will be kept for a maximum of two years and will then be deleted from the storage site.*

Use of photographs online

Circuit Website - due to the nature of the photograph display programme any photographs taken at events may be displayed on the Circuit website, accompanied by generalised captions describing the activity but not naming any names of individuals.

Messy Church Facebook page - due to the fact that this page is used to advertise Messy Church, its privacy settings are set to 'Public' therefore any photographs used on this page will focus on activities and action shots, rather than posed pictures. *This will not be applied retrospectively to photographs already posted on the Facebook page.* Photographs which are

deemed appropriate by the Youth Worker or Children and Families Worker will be stored in a separate "Messy Church Facebook" folder on Dropbox. This is the only folder that the Facebook Page Administrator will have access to.

Circuit Youth Facebook profile - This profile's privacy settings are set to 'Friends only', which means only the young people have access to the photographs included on there. Therefore any photographs taken at youth events may be included on this profile page.

Use of photographs in churches

Permission to use copies of these photographs in churches may be sought from a member of staff and the relevant request form will need to be completed by the church, detailing the reason for the request and agreeing to only use the photographs for the requested reason.

Use of photographs in Circuit

Permission to use these photographs in the Circuit newsletter and in projected presentations to meetings including the Circuit meeting is included in the permission form which parents sign.