

**Yorkshire West Methodist Checklist Safeguarding /  
GDPR considerations in the use of Media (Filming / Pictures) Involving Children**

- There must be parental/guardian consent to film/store/distribute any media relating to their child, so parents are fully aware of the usage and risk reduction measures in place. Updated consent proforma link: [http://www.yorkshirewestmethodist.org.uk/images/Parental\\_media\\_consent.docx](http://www.yorkshirewestmethodist.org.uk/images/Parental_media_consent.docx)
  
- Expectations of those involved including parents/guardians should be clear, such as:
  - No identifying imagery in the image (such as school uniforms, letters with addresses on, names etc).
  - Only imagery relating to those that we have signed consent for should be available (being careful of other family or friends and photographs in the background).
  - No inappropriate language to be used on film or zoom etc.
  - No screenshots or pictures to be taken during viewing .
  - No sharing of the YouTube link provided.
  
- The person storing and processing the media should be checked and approved by the Minister and Safeguarding Officer. There should be a signed 'Handler Agreement' that includes a declaration stating they have no offences against children and they have no other identifying information relating to the child(ren) in the images or films.
  
- It is advised for the media to be taken and stored using church equipment not personal equipment. However, if personal equipment is to be used, then this should be approved by the Minister and Safeguarding Officer. Details of when the media is to be deleted and security of device should be declared within the above mentioned Handler Agreement, and a copy sent to the District Safeguarding Officer.
  
- Use of social media distribution is not advised but if it is to be used then the associated risk management should be actioned, such as: Link only access with limited release time on YouTube and a private distribution group on Facebook. This is detailed in the consent form for you to amend as appropriate.

*Here is a link for best practice guidelines: [SWGfL - Safety & Security Online](#)*

This checklist works along-side your existing Photography Policy. Model Photography Policy: [CameraandPhotographyPolicyExample.pdf \(yorkshirewestmethodist.org.uk\)](#)