

PHOTOGRAPH GUIDELINES

Photograph Guidelines

These guidelines apply to All Saints Centre Company, All Saints Trading, All Saints Community Development Company (All Saints) and to staff and volunteers

1. Any photographs and videos used for any purpose should not show names without permission. For children, young people and vulnerable adults this should be written permission from parents/carers.
2. It should be clear why the photos are being taken and what they will be used for
3. Parents should be informed of the use the photos and videos are going to be put to
4. Photographs of individual children and young people should not be displayed on the internet or on notice boards
5. At a public event where photographs or video filming are going to be taken people must be informed and given the opportunity to opt out for themselves or their children. They should be informed about what the photos etc will be used for and why they are being taken. This can be done either verbally or written.
6. Anyone taking photos or videos on behalf of the Companies must not store them on their personal hard drive but on CDs that should be given to the company secretary. They can be used in the future for the same purpose for which they were taken.
7. Photos and videos must not be given to anyone else without permission from the chair.
8. The photographer should receive written notification of these requirement
9. The photographer should wear an official name badge
10. No one working on behalf of the Companies should use a mobile phone to take photos of children or young people
11. Everyone should be aware of the risks attached to the use of mobile phone photos and images and should be prepared to challenge if they feel these are being used inappropriately. (see Diocesan guidelines – God’s children our diocese 4.8 p.13)

Photographs and videos will only be used for the following:

Publicity Information Fundraising Sharing of events
Portfolio evidence Assessment evidence Monitoring

Any other use must be checked with the safeguarding officer.