# Holy Trinity Church Photography Policy

## June 2025

### Children, Young People & Adults

Photography is a great way to celebrate church life, share events, and build community. However, when it involves children, young people, or vulnerable adults, Holy Trinity Church follows strict guidelines to ensure privacy, safety, and informed consent.

### Children & Young People

We take special care when photographing anyone under the age of 18.

### Consent Requirements

We only use photos of children with the correct permissions:

- **Under 13**: Consent from a parent or legal guardian.
- **Ages 13–16**: Consent from both the child and their parent/guardian.
- **Age 17**: Consent from the young person (we also inform parents).

We always let parents know how and where images will be used (e.g. church website, social media, printed materials).

### Group Photos & Events

During events like church services, performances, or youth activities:

- A **verbal notice** will be given if photography or filming is taking place.
- Parents can opt their child out by:
    - Informing a leader
    - Keeping the child out of camera view
- **Implied consent** applies when individuals willingly take part in a group photo.

**Note:** For wide shots in public settings (e.g. outdoor fetes), individual consent is not usually required.

### Parental Consent Forms

Parents/guardians will be asked to complete a **photo consent form** when registering for activities or events. This helps us respect your preferences and ensures images are handled appropriately.

We follow these safeguards:

- No full names published alongside images without specific permission.
- Only appropriate images used (e.g. modest attire, no visible school logos).
- Images are securely stored:
    - Hard copies in locked drawers.

    - Digital files in password-protected folders.
- We prefer to use **church-owned devices** for photography.

**Photography by Parents & Guests**

Photography by attendees is often welcomed during performances and special events. However, we ask that everyone:

- Is mindful when posting images online—especially if they feature other people's children.
- **Does not photograph children in care** for safeguarding reasons.
- Encourages young people to talk about how they want their image shared.

**Adults & Consent**

When adults are the focus of a photo or clearly recognisable, we follow the same principles of privacy and respect.

**Consent Guidelines**

- Always ask before taking or using someone's image.
- Explain where and how it will be used (e.g. social media, website, newsletters).
- Consent can be **implied** (e.g. someone joins a group photo), but **verbal or written consent** is always best practice.
- **Consent is only valid for the agreed purpose**—do not reuse images without asking again.

**Adults with Care & Support Needs**

Some of our ministries involve adults with disabilities or support needs. In these cases:

- Only the **individual themselves** can give consent—not a spouse, carer, or family member.
- Use **accessible formats** (easy-read language, visual aids) to explain how photos will be used.
- If you're unsure about a person's understanding, have a respectful conversation—support persons may help.
- If they **cannot give informed consent**, do not take or use their photo.

**Image Use & Storage**

All photographs and videos taken on behalf of the church are:

- **Stored securely** – digital files are password-protected, hard copies kept locked.
- **Not shared publicly** with identifying details (e.g. full names) unless permission is given.
- **Deleted from personal devices** once transferred (if used in rare cases).

**Church Events & Community Life**

We love capturing moments of church life—but we always aim to be respectful. If you'd prefer **not to be photographed**, simply speak to a leader or let the photographer know at the time.

We encourage everyone in our church family to think carefully before sharing images of others, especially on social media.

**Have a Concern?**

If you have any concerns about how a photograph is being taken, shared, or stored, please contact our Safeguarding Lead:

**Christine Behan**
Safeguarding@holytrinitychurch.co.uk