

ICCM Photography and Filming Safeguarding Policy (Children and Young People)

15 November 2023

1. Introduction

ICC Missions runs a number of events each year involving children and young people under 18 years old. Photography and filming of these events is often performed for and on behalf of ICC Missions for reasons including the following: to provide a visual memory to be shown to a wider church audience for mutual encouragement e.g. visual presentations during church meetings; for promotion of church life to those outside the church e.g. website and social media; to advertise upcoming events. Photography and filming of these events may also take place informally for personal and family use. These are all legitimate scenarios for taking and using such images, but these must be performed in a manner that safeguards all the children involved.

This policy sets out the framework for how images of children and young people under 18 must be treated.

2. Photography and/or filming on behalf of ICC Missions

Church leaderships and event organisers may want to use photography and filming to capture a visual memory of an event for all the reasons previously mentioned. This should be done by a designated photographer, and all those in attendance must be made aware that he/she will be taking photographs/filming. When children and parents are both in attendance, such as at a church meeting, this can be accomplished by a short verbal announcement before the photography begins. When parents are not in attendance, e.g. Teen Camp, this must be made clear during the event registration process via a statement on the registration form that the parents complete when registering their child.

Images of children and young people under 18 must be stored in a secure manner and regularly reviewed so that surplus images are safely deleted.

3. Use of images by ICC Missions

Images of children and young people under 18 must only be used where they positively reflect the individuals in the images, and where there is a low risk of images being misused e.g. avoiding full face and body shots of children in activities such as swimming. In addition, consent must have been given by a parent as shown against the child's record in ChurchSuite*. This consent is provided separately for 'Internal presentation' within church meetings and events, and 'External presentation' such as online and printed material. If consent is not granted for the specific type of presentation, then that child's image must not be used unless the image is edited so that the child is not identifiable.

The only exception to using the ChurchSuite parental consent is when specific consent is granted during the registration process of an event e.g. Teen Camp, where this consent only

applies to images taken at that event, for subsequent presentations of that event and/or for promotion of such future events, both internally and externally.

Personal information about individual children, such as their full name, school etc. must not be included in any published image. If consent is later withdrawn it may not be possible to delete images that have been shared or published.

4. Images taken for personal use at ICC Missions meetings and events

During church meetings and events there are often situations where parents and other family members may wish to take photographs or video of their child e.g. performing in a Christmas presentation, Kingdom Kids graduation etc. While wanting families to record these special memories, we must balance this against our responsibility to safeguard all the children present.

Where there is to be a performance or activity involving children that is likely to be photographed or videoed, the following announcement must be made immediately before it takes place:

"We appreciate that families may want to take photos or videos of their children to treasure these memories. Given the prevalence of social media and our desire to safeguard our children, we would like to request the following:

- parents and carers may take photos and videos of their own children for personal use;
- live streaming is not permitted;
- posting images on social media is not permitted, unless your child is the only one visible, or you have the express permission of the parents of all the other children visible.

Thank you for your cooperation."

Anyone photographing or filming children during a meeting or event at any other time must be asked to stop until the validity of their circumstances have been clarified, and only allowed to continue where the above stipulations have been explained and accepted. Where this is not achieved any images taken must be deleted, and if appropriate the person should be escorted off the premises. In extreme cases the Police should be called.

[* ChurchSuite is the online management system presently used by ICC Missions to record membership, communicate with members and administer our activities.]