Wellington Baptist Church, Somerset

www.wellingtonchurch.com

Photography Policy

This policy should be read and understood in conjunction with the WBC Safeguarding Policy & Social Networking Policy

July 2026 – Wellington Baptist Church AGM

Guidance for photographing church activities for publicity

General Principles

- We want to celebrate the life of the church. To do that well, we want to use photographs and other visual aids.
- Therefore, we will use good quality photographs that are, clear, uncluttered, well composed, well lit etc.
- As far as we can be aware, we will not put anyone at risk by publishing their photograph
- We will respect people's wishes concerning their image being used in church publicity
- We will have written parental consent to use the image of under 18s
- Photographs are considered electronic data and are, therefore, subject to Data Protection regulations.
- In <u>all</u> cases, permission will be obtained before taking photos, either from the group leader or a member of the Leadership Team

Procedure

1. Choose one of these methods:
    a. Either: Make everyone is aware that they might be photographed and if they don't want to be, make sure they aren't
    b. Or: Snap away and then ensure we have consent (verbal for adults, written for children) before using the photos
2. Store the consent information in a file in the church office

Case 1 – Photographing Adults

Snap away, making people aware that the photographs will be used for publicity purposes. Make a note of anyone who does not want their image used and avoid photographing them (or crop them out of photos that are used etc.)

Case 2 – Photography that includes under 18s

As with photographing adults, but additionally, consider the following:

The Consent Form that we use for youth work includes a question about photography, so this can be checked. The Church Office should be able to print a list of those for whom we have consent and those who have specifically asked not to be photographed. If we do not already have consent, either get them to complete the normal consent form, or ask parents to sign a form declaring their consent, including the following phrase:

> *I am willing for my child <<CHILD'S NAME>> to be photographed at <<EVENT NAME>> on <<EVENT DATE>> in accordance with Wellington Baptist Church Registration Forms (photos may be used in publicity)*

Wherever possible, give the subjects an opportunity to see what photos will be used before they are used. (this picture could be incorporated in to the form if you are collecting consent after the event)

Bonus Best Way

Once you have chosen some images to use, include them on a sheet with which you can show people the image that will be used and gain their consent to use it. 2 birds, one stone!

The above policy was agreed at the AGM of Wellington Baptist Church by the church members.

Revd Sam Griffiths
Pastor
July 2026