

Thank you for helping to serve here at St John's as a 'designated photographer'. Due to safe ministry (working with children) and privacy considerations, St John's has adopted a Photographic Policy, which you need to adhere to as a 'designated photographer'. Please be aware of the following.

The Photographer

1. To be a designated photographer you must be appointed as such by a member of the ministry staff or the relevant Key Ministry Area Leader (e.g. Children Key Ministry Area Leader appoints photographer to take photos of children at Sunday Kidz).

Taking photographs involving children

2. If you are taking photographs of children:
 - a. you must have completed your Safe Ministry Training and Working with Children Check
 - b. you need to be aware of any children for whom photographic permission has not been granted and seek to minimize images of said child/ren
 - c. do not exclude children for whom photographic permission has not been granted from group shots but rather have the image either deleted (if appropriate) their identity masked in post-production.
 - d. there is to be no identifying personal information accompanying photographs, such as the child's name, address or telephone number (Note: group photographs reduce the risk of identifying individual children).
 - e. only take/use images of children that are relevant to St John's activities, such as children participating in a Sunday Kidz activity.
 - f. photographic images will NOT be captured of children for an organisation's activities that involve minimal clothing, such as swimming events.
 - g. ensure that there is more than one adult (the photographer) in the room/location when a child/children are present
 - h. photographic images of children in 'compromising positions' are not to be taken/deleted immediately
 - i. Ensuring photographers are aware that any images taken will remain the property of the organisation and cannot be used or sold for other purposes

Privacy concerns for Adults

3. When photographing the congregation, a member of the Ministry Staff, the relevant Key Ministry Area Leader or the designated photographer needs to advise everyone present of the purpose of the shot and the extent of its intended publication (internal only, internal and external), allowing those not wanting to be included in the shot the opportunity to remove themselves.
4. Any adults who do not wish to have their image captured can request to be excluded from having their picture taken or can request that their image be deleted. If this occurs please abide with their wishes.

After the shoot

5. All photographic images taken at church or at a church event containing children will be supplied to the office, stored securely in the office and will be deleted by the photographer following transfer.
6. In group shots where it is not reasonable to exclude individuals from the shoot, if someone appears for whom photographic permission has not been granted, their image needs to be digitally manipulated in post-production so as to disguise their identity

