

ST JOHN'S ANGLICAN CHURCH, ASQUITH  
PHOTOGRAPHIC POLICY

1. Parental/care-giver permission is required to record and store identifiable photographic images of children.

Photographic image permission is recorded as one of three statuses:

- a. Permission not granted
- b. Permission granted, for internal use only
- c. Permission granted, for both internal and external use

Adult parishioners may also choose to record their preferences for the use of their photographic images. Permission forms are kept securely in the St John's office

2. For 'official' church photographs (in church or at church events) that are to be stored and used by St John's:
  - a. A designated photographer will be appointed by Ministry Staff or the relevant Key Ministry Leader. St John's office will keep a record of designated photographers.
  - b. Designated photographers are required to have a verified Working With Children Check and current Safe Ministry Training.
  - c. Parishioners will be made aware that photographic image/s are being taken and the extent of intended use, giving people the option to exclude themselves/their child from the photograph.
  - d. The designated photographer will check with St John's office to ensure that there are no identifiable images of children/adults for whom photographic image permission has not been granted. If there are people in the photographs whose image we are not permitted to use, the photograph will either be deleted, or the person's image rendered unrecognizable through post processing digital manipulation. Group photographs are always preferable as they reduce the risk of identifying individuals.
  - e. A designated photographer will never take images alone with a child or young person.
  - f. Images taken by a designated photographer remain the property of St John's Asquith and may not be used for any other purpose.
3. No identifying personal information will accompany photographs (name, address or telephone number) nor information about children's hobbies, likes or dislikes, school, etc. because these can be used as grooming tools.
4. St John's will only use images of children that are relevant to our church's activities and services. Photographic images will NOT be captured of children that involve minimal clothing, such as at swimming events or in "compromising positions".
5. The designated photographer will supply images taken to the St John's office and delete the images from their device following transfer. This requirement is in place because St John's does not have a church camera. (Should this situation change, all photographic images taken at church or at church related events will be captured on the church camera and the camera returned to the office to download the images and securely store both images and camera).

This policy and Appendix 1 "A Guide for Designated Photographers" were endorsed by Parish Council on 21 February, 2019.