Woodstock Methodist Church
Photography/Filming Policy Statement

February 2026

The purpose and scope of this policy statement

Woodstock Methodist Church works with children, young people, vulnerable adults and families as part of its activities. These include: weekly Tuesday Tots toddler group and Junior Church sessions.

The purpose of this policy statement is to:
- protect children, young people and vulnerable adults who take part in Woodstock Methodist Church's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children, young people and vulnerable adults during our events and activities
- ensure that we operate in line with our values and within the law when creating, using and sharing images of children, young people and vulnerable adults.

This policy statement applies to all volunteers and other adults associated with Woodstock Methodist Church.

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and vulnerable adults, and to take, share and use images safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children, young people and vulnerable adults, provide a record of our activities and raise awareness of our organisation
- the welfare of the children, young people and vulnerable adults taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers, understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children, young people and adults safe by:

• always asking for written consent from a child and their parents or carers before taking and using a child's image
• always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
• making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
• never publishing personal information about individual children, including their first names, and disguising any identifying information (for example a school uniform with a logo)
• making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
• reducing the risk of images being copied and used inappropriately by: only using images of children in appropriate clothing, using images that positively reflect people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will announce details of our photography policy before the start of the event. This includes:

• reminding parents, carers and children that they need to give consent for Woodstock Methodist Church to take and use their images
• asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
• recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
• reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Woodstock Methodist Church's use

We recognise that our group leaders may use photography and filming as an aid in activities. However, this should only be done with Woodstock Methodist Church's permission and using our equipment.
Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.
If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

• providing the photographer with a clear brief about appropriate content and behaviour
• ensuring the photographer wears identification at all times
• informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
• not allowing the photographer to have unsupervised access to children
• not allowing the photographer to carry out sessions outside the event or at a child's home
• reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated.
We will never exclude a child from an activity because we do not have consent to take their photograph.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.
We will keep hard copies of images in a locked drawer and electronic images in a password-protected folder on an encrypted system. Images will be stored for a period of 12 months.
We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
Woodstock Methodist church does not permit volunteers and any other associated adults to use any personal equipment to take photos and recordings of children. Only cameras or laptops belonging to Woodstock Methodist Church should be used.

Contact details

Senior lead for safeguarding and child protection
Name: Sally Heyden
Phone/email: 07960290990

NSPCC helpline
0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy will be reviewed: February 2027
Signed: Sally Heyden Woodstock Safeguarding Officer