

Policy for Safeguarding Children 2019

Parish of St Mary Magdalene, Whipsnade

The following policy was agreed at the at the Parochial Church Council (PCC) meeting held on4th March 2019.....

We are committed to implementing a safeguarding children’s policy and procedures, accepting the House of Bishops’ Protecting All God’s Children, 4th Edition 2010. In addition the parish will follow the Diocesan Procedures and recommended good practice, while responding to local parish conditions. All *safeguarding serious incidents* must be reported to the Diocesan Safeguarding Officer/Adviser DSA with all the information required. The DSA, in consultation with the Diocesan Secretary, will decide whether the safeguarding incident is sufficiently serious to be reported to the Charity Commission.

We will review and endorse all safeguarding policies annually, so that all members are aware of their responsibilities.

The highest standards will be maintained in all of the church’s contacts with children and young people. Adult volunteers will be given appropriate support and will be required to have been trained in safeguarding.

We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.

This parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.

We will seek to obtain informed pastoral care to any child, young person or adult who has suffered abuse.

We will care for and supervise any member of our church community who is known to have offended against a child.

The PCC acknowledges its responsibility for all work with children and young people done in the name of the church. We require all those engaged in such work to be properly appointed and supported in accordance with the House of Bishops’ Safeguarding Guidelines Relating to Safer Recruitment (October 2010) and Diocesan Procedures and guidelines.

The Child Protection Officer is Mrs Polly Frazer.....(01582 873143)

The Parish Safeguarding Co-ordinator is The Reverend Nicola Lenthall (01582 872223; revnicolalenthall@btinternet.com)

Signed: Rector:

Churchwardens:
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Date:4th March 2019.....

Safe Use of Images Policy: St Mary Magdalene, Whipsnade

Data Protection

The Data Protection Act places certain duties on us to ensure that we have relevant consent to take and publish images and that we keep all data secure.

Always ensure that you have checked whether there are reasons that a particular person cannot be photographed or identified, especially if it is a child.

You must obtain the permission of all the people who will appear in a photograph, video or webcam image before you record the footage. That means children as well as adults.

If you are taking images at an event attended by large crowds, such as a sports event, this may be regarded as a public area so you do not need to get the permission of everyone in a crowd shot. However, there is no clear guidance on this so if in doubt, avoid using such images and use a library image instead.

It is a requirement of the Data Protection Act that you safeguard your images (both digital and hard copies) by storing them securely and only allow use by those authorised to do so. When you are finished with images, destroy or delete them.

If you hold copies of images on file, you can't release these without up-to-date consent forms.

Take care with images that you have archived. An image taken at a specific time and in specific circumstances can not necessarily be used again at a later date or in a different context. Doing so can result in legal action.

When publishing images of children and young people, follow these guidelines:

- If you publish their picture, do not publish a name
- If you publish their name, do not publish a picture
- Do not publish full names, addresses or e-mail addresses
- Do not publish individual close-up portraits
- When publishing children's' work simply label it as by 'John'
- Give adult leaders and parents the opportunity to request that their contact information is not included in any published material

If parents are permitted to take images during or after an event or service, make it clear from the start that they must be for private use only and ask for them not to put the images on the internet (particularly if a parent posts a picture on the web that shows children other than just their own child). If the picture is being used for public use then consent must be obtained.

You might want to provide written guidance to parents beforehand and/or make an announcement at the start of the event/service.

Consent

When taking images, ensure you have written permission to **take** and **publish** the images before you start. This permission should cover:

- How the image will be used

(i.e. for a one-off article or as a general resource that could appear in a number of contexts)

- How it will NOT be used

(i.e. alongside articles or text that are of potentially sensitive or offensive subjects)

- Where it will be used / who will it be available to

(i.e. in internal/public-facing printed newsletters, on the web, in a DVD, in local and/or national media, in exhibitions etc.)

- How long it will be used for

(i.e. once only, for 2 years, 3 years, indefinitely etc. Be mindful that people's circumstances change and it can become inappropriate to continue to use a photo)

Please see **appendix 1 (Page 4)** for our consent form.

For children under 18 years old, the form should be completed by a parent or guardian. Consent forms should also be obtained for adults, particularly if they are considered 'vulnerable', for example those with learning disabilities.

The parent/guardian or social worker may give written consent in these circumstances.

Be aware that some people may require help to understand and complete a consent form, need the information translated into a different language or have it supplied in a different format.

Completed consent paperwork should be kept on file for the duration of the time the image is being used. Once this time is up, the image should be destroyed.

Do not use an image unless you know that you have permission to do so. If you are unsure, use an alternative.

Copyright

Copyright law applies to almost everything, and can be complex and ambiguous.

A few basic points are listed below:

- Copyright automatically belongs to the person who created the work. In the UK it does not need to be registered. Take care with any images you release to the media, it is your responsibility to check with the owner of the copyright that it is OK to use them.
- If you are using someone else's image you must get their written permission, and always credit the artist
- Images are protected for the lifetime of the creator and for 70 years after his/her death
- Downloading images from the internet and using them on your church website without the copyright owners consent may breach copyright laws, and could be considered a criminal offence, leading to heavy fines. Be aware that picture agencies and photographers are increasingly using software to track their images.
- If you put something on the web, you must obtain electronic global broadcasting rights from the owner of the copyright.

Context

Be careful about the context in which you use an image, especially if it is of children.

- If you're using it for publicity specifically related to an event, there should be little problem as long as the relevant consents have been obtained.
- For information that covers sensitive areas always use a library picture. Using pictures of real children alongside these subjects could result in legal action by parents / carers.
- Do not use a photo in a context that is different to that stated on the consent form.
- Ensure that images cannot be construed as being provocative.
- When taking/using images, be representative of diversity by reflecting gender, race and disability.

New media

'New media' describes anything that relies on digital technology or computerised methods of communication, for example the internet, email, electronic kiosks, multimedia CD-ROMs, mobile phones, podcasts, webcams etc.

New media is becoming more widely used; along with this increased use comes an increased responsibility to consider how we use images safely within the new technology.

The information shared by new media is more accessible than in non-digital formats; it is easy for people to amend, manipulate or copy images, which makes them more open to abuse. As such we must be more vigilant than ever about obtaining the relevant consent to publish images, how we publish them and monitoring their use.

If you plan to use an image in any form of new media, you should obtain electronic global broadcasting rights from the owner of the copyright and ensure that the consent form states that the image will be used in digital formats, including the web.

If you are a web-publisher, do not use an image that has been uploaded onto the system by someone else without checking with the original publisher/owner that the relevant permissions have been obtained.

Do not pixelate (blur) an image in order to obscure the face of the person in it – use an alternative picture.

Disability Discrimination Act (DDA)

When using images in new media, you must comply with the DDA. The DDA applies to everyone who provides a service to the public. Service providers must ensure that they do not discriminate against disabled persons when using new media images. In order to comply with the DDA, you will need to ensure that all images have meta-tags and that you do not overlay a photo with text.

Releasing images to the media

The legislation governing whether or not the media can publish an image is complicated and ambiguous. If you are in any doubt about having an image published, do not release it to the media.

If you do release an image to the media, be aware that you are responsible for checking that all the relevant written consents have been obtained for the people in it and the owner of the copyright agrees to the image being published. If the media publishes an image you have supplied and the consents have not been obtained, responsibility falls to you.

The laws surrounding this issue are becoming stricter, especially for pictures of children. Be extremely cautious not to release any pictures of children who are in care, under wardship or involved in family law cases. The legal implications are serious.

Image consent form

St Mary Magdalene, Whipsnade

Occasionally, we take photographs of the children at our church. We may use these images in The Parish Link or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for training, or other church use.

We also send images to the news media, or our church may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Children will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this church. Images of your child will not be used after this time. Please write to the church [email address below] if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the church and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'Sunday School'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

To give your consent, please complete the information overleaf and return the form to the church.

Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material for the church, including printed and electronic publications, video and webcam recordings and on websites

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives.
This might include images sent to the news media by the church and images / footage the media take themselves if invited to the church to cover an event.

I do not want my child's image used in any publicity

I have read and understood the information overleaf.

Name of child: _____

Parent's or carer's signature: _____

Name (in block capitals) _____

Date: _____

Church: _____St Mary Magdalene, Whipsnade_____

If you require help completing this form, please contact your child's church.

Safeguarding Officer – the Reverend Nicola Lenthall

St Mary Magdalene, Whipsnade

Email (revnicolalenthall@btinternet.com):

Parish Statement on Domestic Abuse

Parish of ...St Mary Magdalene, Whipsnade

Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact the Reverend Nicola Lenthall, 01582 872223