

# Sample - Photo / Video Policy

The following is provided as guidelines from Australian Institute of Family Studies (AIFS) “Images of children and young people online” CFCA Resource fact Sheet - April 2015

(Church/Organisation) will follow the following guidelines

- Obtain permission from the parent or guardian and clearly outline the purpose of using the image, how it is going to be used and for how long. If the image is going to be taken in a venue away from (Church/Organisation).
- Inform parents if (Church/Organisation) wants to film children or the group for analytical purposes.
- Make sure professional photographers are aware that any images taken will remain the property of (Church/Organisation) and cannot be used or sold for other purposes. Any negatives and memory card/USB must also be handed over to (Church/Organisation).
- Do not allow photographers to be unsupervised or with individual access to children.
- Be mindful of identifying personal information accompanying photographs, such as the child’s name, address or telephone number. Group photographs reduce the risk of identifying individual children.
- Only use images of children that are relevant to (Church/Organisation) activities and. Particular care needs to be taken when using images of children for (Church/Organisation) activities that involve minimal clothing (e.g. swimming and camp activities).
- Be mindful of listing children’s hobbies, likes or dislikes, school, etc. when using the images because these can be used as grooming tools.
- Be mindful of privacy settings on websites when producing images online. Most websites are public places that any person can access; however, some websites can be made accessible only to registered personnel.
- Provide details for parents or other persons on who to contact if they have concerns or complaints around the use of inappropriate images or inappropriate behaviour in obtaining images.
- Obtain “Non-Exclusive Use” Permission from those involved in livestreaming events.

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

This policy was last reviewed on: ..... (date)

Signed: .....

*(this should be signed by the most senior person in your church/agency/organisation)*