



## A&B NEWS Correspondents and Team Form

### PARENT/CARER AND YOUNG PERSON CONSENT FORM FOR THE USE OF PHOTOGRAPHS IN THE A&B NEWS AND THE DIOCESAN WEBSITE

The A&B NEWS recognises the need to ensure the welfare and safety of all children and young people.

In accordance with our Diocesan safeguarding policy we will not permit photographs or other images of children and young people to be taken without the explicit consent of the parents/carers and children.

The A&B NEWS will follow the guidance for the use of photographs, a copy of which is available from [abnews@dabnet.org](mailto:abnews@dabnet.org) or A&B NEWS, 01293 513052, DABCEC, 4 Southgate Drive, Crawley RH10 6RP.

The A&B NEWS will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Diocesan Safeguarding Office, [safeguarding@dabnet.org](mailto:safeguarding@dabnet.org) 01273 241203, Bishop's House, The Upper Drive, HOVE, BN3 6NB immediately.

#### PRIVACY NOTICE & INTENTION TO RECORD IMAGES:

Context for recording images / Event: .....  
Purpose of recording images: For use: in the A&B NEWS; on the diocesan website; and in diocesan Social Media.

Credit to be linked to images (if any): Photographer: .....  
We intend to keep these images for a period of six years. These images will not be used after six years.  
Should you have any questions or concerns, please contact: Safeguarding Office, [safeguarding@dabnet.org](mailto:safeguarding@dabnet.org) 01273 241203, Bishop's House, The Upper Drive, HOVE, BN3 6NB

We recognise that there are some reasons why, for their own safety and/or wellbeing, some individuals will not want their images recorded or kept and we will always respect this.

#### PARENT/CARER TO COMPLETE:

I ..... (*insert name of parent/carer*)  
consent to the named event photographing my child:

..... (*insert name of child*)

I understand that these images may be displayed in an A&B NEWS printed newspaper, on the diocesan website, and in diocesan Social Media for up to a period of six years and I hereby agree to this.

Signature: ..... Date: .....

#### CHILD/YOUNG PERSON TO COMPLETE:

I ..... (*insert name of child*) consent to  
photographing my involvement in the named event.

I understand that these images may be displayed in an A&B NEWS printed newspaper, on the diocesan website, and in diocesan Social Media for up to a period of six years and I hereby agree to this.

Signature: ..... Date: .....

## NOTES

1. If the Child/Young Person is able to make their own decisions in regard to consenting to having their image recorded, understanding the possible consequences of that decision, and how to reverse it should they change their mind, they should complete their section of the form.
2. Parents of children under 16 should also complete their section.
3. The completed form should be sent to the A&B NEWS at the address above and preferably by email. The A&B NEWS will retain this document for six years.

## BACKGROUND

As an aspect both of celebration of faith, of personal achievement and evangelisation it has long been common practice to take and display photographs of children and young people on noticeboards, websites and in Diocesan newsletters and newspapers.

We know that the overwhelming majority of images taken are entirely appropriate and are taken in good faith. There are also opportunities however to distort the original intention behind taking such photographs. It is important for this reason to consider potential risks such as:

- The inappropriate use, adaptation or copying of images for use on child abuse website on the internet;
- The identification of children for reasons of their own safety (eg, fleeing domestic abuse, child sexual exploitation, trafficking, slavery, gangs, or subject to the UK Protected Persons Service)
- Re-traumatising children where images have been a factor in their prior abuse.
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed.'

In addition under the Data Protection Act 1998 photographs constitute 'personal data' and where it is possible to infer a person's religious beliefs from that photograph, constitute 'sensitive personal data.'

In view of that the following guidelines should be followed.

### DO:

- Ensure you have parental consent to use photographic images of a child or young person if it is to be used in the public domain such as parish noticeboard, websites, newsletters or papers;
- Where possible focus on the activity rather than the individual;
- Ensure that all featured in photographs are appropriately dressed, that care is taken in respect of the camera angle, zooming, use of telephoto lenses, framing, sequencing, and cropping of images to ensure the authentic representation, respect and dignity of all individuals.
- Be general in labelling photographs. For example 'Communion Group 2013' rather than naming or tagging each child. A list of names may always be provided separately;
- When commissioning photographers ensure they are clear about what is expected by establishing who will hold the recorded images, what they will be used for, where they will be displayed, and how long they will be used.

### DON'T:

- Publish or display photographs with the full name of a person or person's featured unless you have written consent to do so and have informed parents as to how the image will be used;
- Use an image for something other than which you have obtained permission. For example publish in a diocesan or local newspaper when initially intended for parish noticeboard.