



Diocese Safeguarding Handbook



Section 3: Use of Church Premises and Social Media

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3.1 Scottish Episcopal Church Advice on Use of Church Premises

When drawing up a long term lease or single occasion booking form for the use of church premises where there are children or vulnerable adults involved it is advisable to add a safeguarding declaration to the agreement. Some activities will be Regulated Work and the leaders should have PVG disclosure through their voluntary organisation or employer. Please contact the Provincial Office for advice if a voluntary organisation that uses church premises is unable to access the PVG Scheme.

Disclosure requirements for working with Children

Not all activities involving children are Regulated Work. Regulated Work with children involves teaching, training or supervising young people under the age of 18.

Examples of activities where the leaders are required to be PVG Scheme Members include:

- Children's dance class
- Meeting of uniformed organisations
- Playgroup where parents leave children with carers

Examples of activities not required to be PVG Scheme Members:

- Stay and Play toddler group
- Dance class intended primarily for adults but attended by one or two teenagers
- Private party for children where the children attending by invitation only

Supervision of the children present in the following adult/child ratios is recommended:

- Up to 1 years 1 supervisor to every 2 children
- Between 1 and 2 years 1 supervisor to every 3 children
- to 3 years 1 supervisor to every 4 children
- to 8 years 1 supervisor to every 8 children
- Over 8 years 1 supervisor to every 8 children under 18

Disclosure requirements for working with Protected Adults

The Scottish Episcopal Church requires those who have unsupervised one to one contact with one or more Protected Adults in the course of their normal duties to be PVG Scheme members.

PVG disclosure is required for leaders of activities on church premises where a 'service' is being provided **specifically** for a group of Protected Adults.

- Examples of services where the leaders are required to be PVG Scheme Members:
Counselling/Drop in Centre
- Daycentre for dementia sufferers without carers

Examples of activities where the leaders are not required to be PVG Scheme Members:

- Lunch club or exercise classes for pensioners
- AA (as this is essentially a self help group)



DECLARATIONS FOR USE OF CHURCH PREMISES (delete signatures as appropriate)

1. CHILDREN’S ACTIVITIES

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet Safeguarding Children and Young People in the Church or equivalent publication approved by an accredited agency and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with children under the age of 18 during this Hall Let have had a satisfactory Enhanced Disclosure check or PVG scheme membership.

I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any lease or hire agreement immediately.

Signed.....(Responsible Person) Date.....

Or A parent or guardian of each child and young person under the age of 18 will be present throughout the event

Signed.....(Responsible Person) Date.....

Or The hire of the Hall is for the purpose of a private party for children attending by invitation only

Signed.....(Responsible Person) Date.....

Or The hire of the Hall does not involve work with children or young people under the age of 18

Signed.....(Responsible Person) Date.....

2. SERVICES PROVIDED FOR PROTECTED ADULTS

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Policy on Vulnerable Adults contained in the booklet Protecting Vulnerable Adults and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with Protected Adults during this Hall Let have had a satisfactory PVG Scheme disclosure.

I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any lease or hire agreement immediately.

Signed.....(Responsible Person) Date.....

Or The hire of the Hall does not involve services provided for Protected Adults.

Signed.....(Responsible Person) Date.....



3.2 Use of Social Media

The phrase "social media" refers to the developing range of web-based and mobile telephone technologies and internet-based applications that allow for communication and the creation and exchange of user-generated content. Enabled by widely available and accessible mobile electronic devices, social media has substantially changed the way organisations, communities and individuals communicate. Examples of social media apps and websites would include:

- Email and messenger services
- Social networking sites such as Facebook and Twitter
- Video-sharing sites such as YouTube and TikTok
- Text messaging via mobile phones or apps such as Snapchat and WhatsApp
- Blogs
- Digital photography (cameras, video, camera phones)
- Online message and discussion boards (i.e., Reddit)
- Photo sharing sites (i.e., Instagram)

Whilst it can be both an essential and valuable communications tool for those providing services for people in the Church, it also presents challenges if the user is to avoid what can be quite significant pitfalls in practice. Most of these challenges revolve around maintaining professional boundaries between work and private life with a view to protecting both the providers of services and those who use or receive them. Consequently, what may look or sound okay to one person may be misunderstood or misconstrued by another and might well be considered harmful and inappropriate.

It is not possible to produce a definitive list of dos and don'ts however, we have identified a number of underpinning principles (things that are important or right to do) and have used these to generate a set of questions that workers and volunteers should ask themselves.

The only definite don't is never use or share your personal social media account details with members of the groups you are working with.

The questions are designed to be used as a checklist before any type of social media is used or to review its ongoing use. This checklist should be considered as a generic safeguard for using mobile phones, social networking sites, blogs, text messaging, the taking of digital photographs or recording videos etc. It should be a spur to staff and volunteers to make a judgement about keeping themselves (as workers) and those they are working with (children and adults at risk) safe.

Purpose: communicate or	What information do you want to capture, store, transmit use?
	Who is the target audience?
	Which type of social media best suits this purpose?



Privacy: media?	What privacy settings, safeguards and controls have you set for the Who can see the information posted? Who is identified through images/words/sounds in the communication?
Consent:	Is the information personal/confidential? Whose consent is required? How will you get their consent? – this is not just for under 18's
Interpretation:	How many others interpret the information? Can the information you want to share be easily misunderstood or misinterpreted? Could your personal or professional standing be damaged? If in doubt get a second opinion.
Review:	Re-read items before posting or sending or, if possible, ask someone else to Re-read your item before posting or sending – you will not spot ambiguities in your own work.

Good Practice

Whilst it is very difficult to know how people could interpret what has been written in a post or other item of social media communication there are some principles of good practice that can be followed:

- *Transparency/openness* tell others what you want to communicate and why.
- *Keep people safe* the worker/volunteer and the child/vulnerable adult or service users
- *Consent* always get permission for all involved (or the parent/carer of children under the age of 16) if their words or images are to be transmitted and made public or shared with a selected group of people. You may need to get consent for every event and bear in mind that consent may be given for some things but not others
- *Privacy* respect for individuals' personal information – never use a person's full name in any posts/pictures or other items
- *Separate the private from the professional* never use your own media accounts for professional purposes and never give your personal mobile number to anyone – share with the parent/carer if absolutely necessary but only in exceptional circumstances. Being mindful of this can prevent perceptions that boundaries are being blurred rather than there actually being harmful conduct. Stop and ask yourself – should I be sharing my details with others?
- *Christian principles* of respect, dignity, truthfulness etc should underpin everything that we do.

3.3 Consent Form for Children's Activities



SCOTTISH EPISCOPAL CHURCH
GENERAL INFORMATION AND CONSENT FORM

In order to ensure your child's safety, we would be grateful if you could complete and return this form. Please let us know if there are any significant changes. A copy will be retained confidentially by the group leader.

Congregation		Church Group	
Name of child or young person		Date of Birth	
Address of child or young person			
Name of person with parental responsibility			
Tel. No. Day		Evening	
Name of additional contact (in case of emergency):			
Tel. No. Day		Evening	

Details of any regular medication, medical condition (eg asthma, epilepsy, diabetes, allergies, dietary needs) or disability which may affect normal activity:

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PARENTAL CONSENT

- I give permission for my child, as named above, to take part in the normal activities of this group
- I understand that separate permission will be sought for certain activities and outings lasting longer than the normal meeting times of the group
- I understand that while involved in the activities of this group, he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment, including an anaesthetic. **YES** **NO**

Signed:

Date:

Name:



3.4 GUIDANCE ON PHOTOGRAPHING AND FILMING CHILDREN

The Data Protection Act 1998 not only governs the way in which we process information about people but also the way we handle images of people. These notes have been produced to help you ensure that we comply with the law when images of clearly identifiable people are being used. These images may appear in any or all of the following formats: Paper publications Photographs Videos Webcams The internet Multimedia messaging service (MMS) mobile phones. The same requirements apply to all formats of image to enable us to comply with the law.

What steps do we need to take to comply with the law?

- Obtain Consent
- Fair Obtaining - tell the subject what the photograph will be used for and where it will be used Store pictures securely
- Dispose of the pictures after the consent has expired
- Ensure any copyright issues are addressed

Consent

You must get the permission of all the clearly identifiable people whose image will be used, before you record the footage. Consent of a Parent/Guardian or Carer is required for all young people under 16 but as children grow up, they may well have the capacity to give their own consent to having their photograph taken and it is courtesy to ask them. Where the consent of a young person is being sought, it is recognized that parents may still wish to have some involvement in such decisions. You should be especially sensitive in the case of children with special educational needs.

Fair Obtaining

You must make it clear:

- Why you are using that person's image
- What you will be using it for
- Where the pictures will appear, e.g. in brochures, publicity information or the internet

Do I need consent from everyone?

If you are taking images at an event attended by large crowds this is regarded as a public area so you do not need to get the permission of everyone in a crowd shot.



People in the foreground are also considered to be in a public area, however, we suggest that the photographer addresses those within earshot, stating where the photograph may be published, and give them the opportunity to move away. If you want to use an image of, for example, the winner of a race at a sports event – with the crowd in the background – you must get the race winner’s verbal permission and record the fact that you have done so. You can record their consent when you take the photograph or at a later time after the event. (Copy of a Verbal Consent form is attached.) A person may be unrecognisable if they have their back to the camera, or they appear out of focus in the foreground of a photograph while the camera zooms in on an object in the background.

How long does consent last?

We recommend that you destroy images two years after the date on the consent form, in case family circumstances change, unless further consent is agreed. This is particularly important if your publication will have a high profile, i.e. it will have a wide circulation.

If the images are for a specific project, state this on the form and agree not to use the photographs for other projects. The member of staff sending out the form must remember to delete whichever options do not apply.

Can I use existing photographs?

You may have photographs on file. If you are re-using older photographs for which you did have consent but probably only for paper publications, we recommend that you renew this consent if you want to use the images on a website.

If you have never had consent i.e. you had the photos before the Act came into force, you should be extremely careful and apply commonsense when using them. For example, never use a picture of an untraceable person on a leaflet about a mental problem or an illness. To help you make a balanced decision when re-using photographs it may be helpful to consider the following:

- For what purpose was the photograph originally taken e.g. for a specific project
- Where was the photograph taken, e.g. a public place
- When was it taken e.g. is it a picture of a child who could now be an adult.



Are there special rules for putting photographs on the Web?

Placing photographs on Church Websites is acceptable providing that you have the consent of the subject (or their parent or carer). The naming of subjects may be acceptable in the case of, for example, a competition winner if you have their consent, but it is not acceptable to include the full name of a model used in promotional literature. Image hosting Websites such as Flickr are becoming an increasingly popular method of making photographic images available for wider circulation and sharing. However, the requirements of the Data Protection Act still apply and the consent of the subjects should be obtained. You are reminded of the danger of photographs being misused once they are placed on the Internet and careful thought should be given before placing photographs on the Web. Consideration should be given to protecting the site with a password but this system is not foolproof.

Can I use photographs from an agency?

If you intend to use images from an agency they must obtain the consent of all clearly identifiable people. As it is ultimately your responsibility to ensure that consent was obtained, you may wish to get this in writing from the agency concerned.

What else should I think about?

Remember to include images of people from different ethnic communities in your communications whenever possible and to use positive images of disabled people. This will ensure that your photographs are inclusive of the whole community and comply with the Equality Act 2010.

Only use images of children in suitable dress to reduce the risk of the images being used inappropriately. For example, don't use photographs of children in swimming costumes. You will also need to be aware of copyright implications with any photographs that you may use from elsewhere.

Images on Webcams

If the images produced from Webcams clearly identify individuals then the same rules apply as to CCTV installations in that the location of the cameras should be clearly signed.



Copyright

It is important to be sure of the copyright position of any photographs you intend to use because photographic images are considered as artistic works under the laws of copyright. Copyright is basically the right given to authors and creators of works, such as books, films or computer programs, to control the exploitation of their works. This right broadly covers copying, adapting, issuing copies to the public, performing in public and broadcasting the material. Copyright arises automatically and does not depend on the completion of any formalities, such as registration. Remember that photographs obtained from the Internet are also subject to copyright. The first owner of copyright is usually the author of the work. The major exception is where such work is made in the course of employment, in which case the employer owns the copyright. Commissioning and paying for work does not procure the copyright. Contractors and freelancers own the first copyright in their work unless the commissioning contract agrees otherwise. You should also remember that copyright lasts for over 50 years. Photographs taken after 1 August 1989 are protected for 70 years after the death of the photographer. There are different rules regarding older photographs depending on the relevant Copyright Act at the time they were taken. Photographs on the internet and paper publications that are not owned by the Scottish Episcopal Church should have a photographic credit attached to them.

It is your responsibility to ensure that all photographs on your web pages have this credit applied. Photographs owned by the Church do not need a credit.

More information on copyright is available from:
The United Kingdom's Copyright Licensing Agency
(tel: 020 7631 555; e-mail: cla@cla.co.uk; web: www.cla.co.uk)

3.5 Consent for Use of Photographic Images (Under 16's)



**SCOTTISH EPISCOPAL CHURCH
USE OF PHOTOGRAPHIC IMAGES CONSENT FORM
FOR YOUNG PERSON UNDER-16**

To comply with the Data Protection Act 1998 we need your permission before we use any images of your child/children. Please answer the questions below and then sign and date the form. A draft copy of the photograph/s is/are attached for your information.

Please return the form to: **[Name of Diocese or Church]**

TO BE COMPLETED BY PERSON/ORGANISATION REQUESTING PERMISSION

Name of child	
Location of photograph	
Purpose for taking photograph	
Media to be used	

TO BE COMPLETED BY PARENT/GUARDIAN OR CARER:

May we use your child's image in our promotional publications?	Yes	No
May we use your child's image on our Website?	Yes	No
May we record your child's image on our promotional video/DVD	Yes	No

Please note that Websites can be viewed throughout the world in countries that do not have strict laws relating to the use of personal data or images.

I have read and understand the conditions of use printed on the back of this form.

Signature **Date**

Print Name (in block capitals)

Relationship to the child: Parent/Guardian/Carer (delete as appropriate)

Address:

Conditions of use

This consent is valid for ***two years from the date of signing/***for this event only and will automatically expire after this time and the image will be destroyed.

We will not re-use any images after ***this time/***the event is completed.

We will not include details of full names (i.e. first name and surname) of any child in an image on video, on our website, or in printed publications without good reason although we may include the full name of a competition prize winner if we have consent. However, we will not include the full name of a model used in promotional literature. If we use images in a group they will only be identified with a general label e.g. “children at the Church Fair”.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, our website or printed publications.

We will only use images of young people who are suitably dressed to reduce the risk of such images being used inappropriately.

***Delete as appropriate**

3.6 Consent to Using of Images (Verbal Consent)



SCOTTISH EPISCOPAL CHURCH
VERBAL CONSENT FORM FOR THE USE OF IMAGES

NB: Verbal consent should only be sought in exceptional circumstances

Name of the Event	
Name of the photographer/recorder	

<i>[Insert subject's name]</i>
Has verbally agreed to have their *photograph taken/*be videoed.
Contact tel. No:

In accordance with the Data Protection Act 1998, I have explained that the Scottish Episcopal Church may use these images in:

- Printed publications*
- Videos*
- On our website*
- For promotional purposes **OR**
- State specific purpose*

We will not reuse the images after the consent expires and they will be disposed of.

We will not include the personal details of any person in an image on any type of media without good reason although we may include the name of a competition winner but not the name of a model used in promotional literature.

We will not include personal e-mail or postal addresses, or telephone numbers on our website or in printed publications.

Signature of person giving consent

Date