



St Martin of Tours – Macleod Parish

A faith community where Christian service thrives and shared ministry is developed

Photography and Video of Children and Young People – Parish Guidelines –

GENERAL COMMENTS

There are many reasons why photos/videos may occur at a parish. And there are many opportunities, considering the various liturgies and other events, meetings and programs that parishes provide. The photographs may be for an 'organisational purpose' (such as parish historical records or posting on the parish website to advertise or promote activities and programs) or 'personal use', such as a family recording their child's participation in a paraliturgy or event.

Photography and videorecording in public places

It is not illegal to take photographs or video in a public place; nor is consent required. However, if a parent or carer does not wish their child to be photographed, they should politely request that no photos or video be taken of the child or young person.

Photography and videorecording in private settings (eg school, church, parish building)

In private settings, the owners of the property can restrict or ban photography or video. In parishes, when families attend events, they will often want to take photographs or video to capture their child's participation. Where this event also includes other children and young people, it is important to consider the privacy of other children and young people and respect the wishes of parents/carers who do not wish their children to be photographed or videoed.

PARISH GUIDELINES FOR PHOTOGRAPHY AND VIDEORECORDING

When taking photographs or video of children and young people in a parish context, it is important to ensure that the photographs or video are taken for an 'organisational purpose' and participation has been approved by parents/carers.

As a child-safe organisation, St Martin of Tours parish has established the following guidelines for taking photographs or videorecording of children and young people participating in parish liturgies and other parish events/programs. This includes a process to gather written consent from parents/ carers through a consent form authorising this recording activity and setting out how the images will be used.

This parish process is complementary to consent procedures of the parish primary school when students are participating in parish liturgies and events.

Irrespective of online social media privacy settings, once a photo or video has been shared online, the way in which it is used by others cannot be controlled – content may be shared, copied, manipulated and/or used inappropriately.

A volunteer who takes photographs of children participating in a parish event to keep personally, or to post on personal social media for friends to see, is in breach of these guidelines.

Photography and Video of Children and Young People

– Parish Guidelines –

1. Consent to photography and videorecording

- (a) Prior Consent. The parish has established a process to gather written consent from parents and carers through a photographic consent form authorising this activity and setting out how the images will be used. Photographic consent can form part of the registration requirements for parish events and activities.
- (b) Similarly, the parish primary school has a process for parents/carers to give/withhold their consent in relation to student participation in parish liturgies and events.

2. At the commencement of liturgy/event:

- (a) An announcement should be made at the beginning of Mass/liturgy/event advising that photographs will be taken for an archival record or other relevant parish organisational purpose.
- (b) The announcement should confirm that the digital photographs will be stored on an external hard drive held securely in the parish office.

3. When taking photographs or videos:

- (a) At all times, respect the parent/carer's decision for the child or young person not to participate.
There are many reasons why permission may not be granted (*eg.* child custody disputes, family violence and/or child protection matters).
- (b) Give children and young people an opportunity to consent to participating in the photography or video where appropriate.
- (c) Take photographs and videos in the presence of others (*ie.* with supervision, not alone or in private).
- (d) Ensure that children and young people are appropriately dressed and posed.
- (e) Ensure that the content of the photograph or video is not offensive (*eg.* sexual, racist, violent, threatening).
- (f) If clergy, employees or volunteers are using 'personal equipment' (*eg.* mobile phone) for the parish records – transfer the images and video to the appropriate parish storage device or computer drive as soon as practicable and delete them from personal equipment.
- (g) The photographer, whether officially engaged by the parish or as family/friend in attendance, should be aware of the Safeguarding aspects of photography in the church and at parish events.

4. Incidental photography/videorecording

- (a) Where photography/videorecording also includes other children and young people, it is important to consider their privacy and respect the wishes of parents/carers who do not wish their children to be photographed or videoed.
- (b) A parent/carer may politely request that the photographer does not take photos or video of their child. If the photographer refuses the request, the parent/carer is advised to speak with a parish representative to seek assistance. A parent (or carer) is not entitled to confiscate the person's camera or device.

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5. 'Opting out'

- (a) If parents/carers do not wish their child to be photographed or videoed, they should approach the parish prior to the event to seek assistance to arrange for their child not to be photographed or included in videos.
- (b) If photos and video are being taken incidentally, a parent/carer may politely request that the photographer does not take photos or videos of their child. If the photographer refuses the request, the parent/carer is advised to speak with a parish representative to seek assistance. A parent/carer is not entitled to confiscate the person's camera or device.

6. Use of photographs and videos

- (a) Consider the potential of the child or young person to be stigmatised through public association. For example, posting a photograph of a child collecting/receiving a food parcel when the child is experiencing disadvantage may breach their privacy and potentially lead to teasing or bullying at school.
- (b) Limit identifying information to prevent the child from being located. For example, consider not adding individual names to a photograph caption and instead using a generic caption like 'Children attending Mass.'

7. Inappropriate Photography or Videorecording

- (a) If there is reason to believe that a person is taking inappropriate images or video, the matter should be referred to Victoria Police.

Adopted February 2024 by:
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Based on *Information Sheet: Photography and video of children and young people*, Safeguarding Unit, Catholic Archdiocese of Melbourne. Version1, July 2019.