**New Guidelines on the taking and use of photographs and/or video footage.**

Leaders should not post photographs/video of young people from the organisation in which they are leaders, on any social networking site or elsewhere on the Internet, unless they have ***written parental/guardian consent***.

Parental/guardian consent should specify what the photographs/video will be used for, for example, as part of a PowerPoint display in advance of a church service.

Furthermore, if the photographs/video are to be posted on the Internet, the consent form should specify which websites and/or social media that will be used for, for example, the church website and/or the church Facebook page.

If a leader is posting photographs/video of children on the Internet, particular care should be taken and the following guidelines adhered to:

* children and young people should not be identified by name or other personal details. These details include email, phone or postal addresses.
* group photographs are preferable
* location and pose should be considered
* a child should never be forced to have their photograph/video taken

If a parent or guardian has not given written consent, then leaders need to be aware of this and ensure that those children are not in any photographs/video that are taken by, and posted on behalf of, the organisation.