

Tullamore Union of Parishes and The Charleville Centre Photography and Moving Images Policy

Children, Young People and Vulnerable Adults

The Charleville Centre provides a venue for many activities with children, young people and vulnerable adults.

Consent is always required when taking photographs of children under 18 years of age and vulnerable adults. This consent must be given by a parent / guardian / carer by a consent form before a photograph is taken. If a parent / guardian / carer is present, they can give verbal consent for a child, young person or vulnerable adult to be photographed. The photographer must record that explicit consent has been received.

Schools, Youth Groups and all Organisations running activities for children, young people and vulnerable adults.

Every organisation running activities for children, young people and vulnerable adults must have a photography policy in place, and must inform parents, guardians or carers in advance if photographs will be taken and must have received consent from the parents, guardians or carers for these photographs to be taken.

The purpose of this Policy is to:

- Protect children, young people and vulnerable adults who take part in activities and events in the Charleville Centre, specifically those where photographs and video may be taken.
- Set out the overarching principles that guide our approach to photographs and videos being taken of children, young people and vulnerable adults during events and activities held in the Charleville Centre.
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children, young people and vulnerable adults.

This policy statement applies to all volunteers, staff, Committee Members and other adults associated with the Charleville Centre.

We believe that:

- Children, young people and vulnerable adults should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to take, share and use all images safely.

We recognise that:

- The welfare of children, young people and vulnerable adults taking part in activities / events in the Charleville Centre is paramount
- Children, young people, vulnerable adults and their parents, guardians and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender, race, religion or belief, sex or sexual orientation.
- Consent to take images of children, young people and vulnerable adults is only meaningful when the children, young people, vulnerable adults and their parents, guardians and carers understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

We will seek to keep children, young people and vulnerable adults safe by:

- Always asking for written consent from a child, young person, vulnerable adult and their parents, guardians or carers before taking and using a child, young person or vulnerable adult's image.
- Not using names of children, young people or vulnerable adults whose images are being used in our published material
- Never publishing personal information about individual children, young people and vulnerable adults
- Making sure children, young people, vulnerable adults and their parents, guardians and carers understand that images will be securely stored, including that we will control access to the images and their associated information.
- Reducing the risk of images being copied and used inappropriately by –
 - Only using images of children, young people and vulnerable adults in appropriate clothing and avoiding shots of individuals taking part in activities where there may be heightened risk of images being misused.
- Using images that positively reflect children, young people and vulnerable adult's involvement in activities and events

General

From time to time photographs are taken during services and events to document, record and share activities which take place within the Parish buildings or property, including the Charleville Centre. These photographs may be used in the Parish Newsletter, Parish and Charleville Centre Website and Social Media as well as in Diocesan and central church media and may be sent to local or national media for the purpose of documenting parish or Centre events.

Who to contact:

If you do not wish your photograph to be taken or used in the manner outlined above, or if you have any questions about how the photographs will be used or stored, please contact June Ross or Trudi Colton in the Parish Office, the Charleville Centre, Church Avenue, Tullamore, Co Offaly. Email charlevillecentre@gmail.com or Phone No. 057 9349700.