

Kinross Parish Church

Photography/Filming Guidelines



Kinross Parish Church recognises the value and pleasure photographs bring to many, illustrating the life and diversity of activity across the congregation, at the same time providing historic records of people and events. We also respect an individual/carer's wishes to determine whether or not to have their photograph taken and how it may be used. In order to fulfil these obligations the Kirk Session has agreed the following guidelines:

1. KPC Photography/Filming Consent Forms will be renewed annually within the Youth Dept. Leaders will keep consent forms for their own group and liaise with web team, magazine editor etc regarding the use of photographs.
2. Photographs taken of children and young people should be stored centrally in the Church Office on CD and/or on the church computer (password protected) from where they can be accessed. Photographs should not be stored on personal devices.
3. Photographs of other groups/events reflecting the church in action should be taken throughout the year.
4. The use of church website photographs will be kept under review (at least annually) in order to handle changes in personal circumstances sensitively.
5. A bi-annual congregational photograph (December/June) will be taken after the close of worship. This will be intimated in advance and organised to include all those who wish to be there and to allow those who want/need to leave to do so unobtrusively.
6. In order to maintain a sense of worship, minimise disruption and allow all children and young people to participate freely, an open photography shoot at the end should be the preferred option during special services or larger events.
7. Use of church cameras: these should only be used for activity on the Chancel to highlight, support and enhance worship (and also at baptisms). They must not be used on the congregation.
8. Use of Social Media: information and guidelines for setting up and use of social media sites are available in Safeguarding Handbook 4 (2013) and also from the Safeguarding Coordinator. As laid out in Handbook 4, leaders should not post church photographs involving children or young people on their own personal social media sites.

As a congregation we subscribe to the Church of Scotland Photography and Video Guidelines. These are set out in Safeguarding Handbook 4 (2013), available from the Safeguarding Coordinator, Church Office and are also on the Church of Scotland website.

Approved by the Kirk Session 4th November 2013