

**St. Andrews Holy Trinity Church
Social Media Guidance Notes
(May 2021)**

Church Services

Sunday Services: Only authorized photography/recording/live streaming is allowed during the course of any service.

Weddings: Photography/recordings/live streaming by an official photographer or camera operator is permitted under the guidance of the Officiating Minister.

Baptism services: Arrangements can be made, when required, for photographs to be taken before or after (but not during) the service.

Civic/University/School Carol Services: Photography/ recordings/live streaming by an official photographer or camera operator is permitted under the guidance of the Officiating Minister/University or School appointed leader.

Signage: Large clear signs on notice boards advising “*Only authorized photography/recordings/live streaming allowed during service*” with similar text included in weekly intimations.

Social Media Consent

Photography, recordings and live-streaming: Written informed consent must be received from all (*who can be clearly recognized or heard*) before any photographs, recordings or live-streaming are made publicly available, e.g., on the church website, online, closed group etc. (*For the avoidance of doubt this would include the Choir, Reader, Soloist and Elders on duty at Communion*).

Names or personal information: Any names, personal information or personal data should not appear online or otherwise go into the public domain, at all, unless informed consent has been obtained.

Children and adults at risk: Names should not be included alongside photographs or recordings that are made publicly available.

Withdrawing consent: When someone withdraws consent for their image or data to be used then it must be deleted off the website or platform in question without delay.

Safe storage: Documents including information and images, should be kept securely on church premises or on the church computer, password protected, and only those that require to have access to the documents are provided with access/password.

Information about Children and Vulnerable Adults (adults at risk)

Children: In Scotland, a child is a person under the age of 16 (Use *HT Children and Vulnerable Adults Consent Form*).

Young people over 16 but under 18 years: Please contact the Church Safeguarding Coordinator to determine which consent form is most suitable (*HT Adults consent form or HT Children and Vulnerable Adults consent form*).

Adults at risk: In general, “adults at risk” means people who may be unable to safeguard their own well-being, property, rights or other interests. Are at risk of harm. Are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable than adults who are not so affected. If an adult at risk is not able to consent, speak with the people who provide care or support for them (Use *HT Children and Vulnerable Adults Consent Form*).

Child or adult protection risk: This means a child, adult at risk, or a survivor of domestic abuse who may need to be protected from another person and information about their wellbeing, location and who they are living with may be highly sensitive. Children may be present who are subject to legal child protection measures and who are potentially fleeing violence or are being ‘searched for’ by others. Similar considerations may apply to children who are adopted or placed with families by local authority social work services; and to people and their children affected by domestic abuse who have separated from abusive partners (Use *HT Children and Vulnerable Adults Consent Form*).

Completed consent forms: Hand in to the church office for safe storage.

“Once information is shared online the congregation will not be able to guarantee that they can stop its use even if consent is withdrawn”.