



Southwell Cathedral

PHOTOGRAPHY AND VIDEO POLICY

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Approving body: Senior Management Team

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Policy owner: Cathedral Operations Manager

A separate policy applies to school visits and family events – see **Cathedral Education Photo Guidance: Schools and Families**.

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1. Introduction

We welcome photography and videography in the Cathedral under the following guidelines.

2. Safeguarding notice

For the safety and privacy of all, **members of the public are strictly prohibited from photographing or filming children anywhere on site.**

When children's activities are taking place, stewards, staff and volunteers must ensure that **no photographs or videos of participating children are taken by members of the public.**

3. Personal photography

- Visitors are welcome to take photographs and videos **for personal, non-commercial use only.**
- All visitors must be **respectful of the atmosphere, worship, and other visitors.**

4. Commercial and professional photography

- **Commercial or professional photography and videography** require **prior consultation and approval.**
- A **photo pass or permit** is required. Fees will be determined based on the nature and scope of the project.
- The **use of tripods, lighting or large equipment** must be approved in advance.

5. Live-streaming of services

The Cathedral has a Risk Assessment in place for the live-streaming of services attended by children and young people, including but not limited to choristers. Full details are contained in the Live-Streaming Policy. For further information see [Filming and photography in churches – consent and GDPR | The Church of England](#).

6. Photography and videography by clergy and employees

This section applies to all **Cathedral clergy and employees.**

- **Permission** must be obtained when photographing identifiable individuals for publicity or official use.

- **For children**, consent must be obtained from a **parent or carer** before any photographs or video recordings are taken.
- Individuals (or their parents/carers) must be **informed in advance** how the image will be used.
- **Children's photographs must never be labelled** with full names, ages or other identifying details.
- All photographs and videos must be **stored on SharePoint**.
- **Images may only be shared on social media** where appropriate permission has been obtained and solely for **official Southwell Cathedral publicity or information purposes**.