

## Photography and Filming Policy

Winchester Racquets and Fitness strives to ensure that all children, young people, and adults at risk are safeguarded from abuse and have an enjoyable experience at the club.

This document sets out the Winchester Racquet and Fitness policy for the capture and use of photographic, video and other images by Winchester Racquets and Fitness.

### The purpose of this policy is to:

- Protect children who take part in Winchester Racquets and Fitness services, events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken during our events and activities
- To ensure that we operate inline with the law when creating, using and sharing photos

This policy applies to all staff, coaches, volunteers and other adults associated with Winchester Racquets and Fitness.

### We recognise that:

- Children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when the children and their parents/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

### Risks of sharing images online

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- Children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. Including, personal details; a tag with location information; visible details such as school/club uniform
- Inappropriate images of children may be shared online
- Images may be copied, downloaded, screenshotted, or shared by anyone
- Images of children may be adapted and used inappropriately
- Photos or videos may appear in internet search results
- Depending on the term and conditions of using an online platform, the image may be owned by the platform once its posted. Platforms may then licence images for use by third parties – such as for commercial purposes
- Each photo or video, and any comments on them, become a part of a child's public image

### We will seek to keep children, young people, and adults at risk safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image
- If consent is withdrawn, we will take reasonable steps to remove the photos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy
- Only using first names of children, unless:
  - it's considered necessary – such as for elite/ high profile young players
  - it's in the child's best interests
  - the child and the parent have consented (and been informed how, where, and in what context an image might have been used, e.g. public website, or through social media, and are aware of the potential risks)
- never publishing personal information about children
- making sure children, their parents and carers understand how images will be securely stored and for how long (including how 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 in appropriate clothing
- avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- avoid full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity

### **Photography and/or filming for personal use**

When children, parents/carers or spectators are taking photographs or filming at events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers and children that they need to give consent for Winchester Racquets and Fitness to take and use images of children
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents, and carers who they can talk to if they have any concerns about images being shared.

### **Using official or professional photographers**

If we engage a photographer for an event, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature close up images of their child being taken and shared\*
- inform the photographer about how to identify – and avoid taking images of children without the required parental consent
- clarify areas where all photography is prohibited (i.e. toilets, changing areas, first aid areas)
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our safeguarding policy

\*At some events, we may wish to take wide-angle, more general images of the event, the site, award ceremonies, and similar. It may not be reasonable, practical, or proportionate to secure consent for event participating child in order to take such images. In these circumstances, we will make clear to all participants and parent that these kinds of images will be taken, and for what purposes.

### **Photography by parents and spectators at events**

Most spectators – especially friends and family – will want to take photos or videos at tennis events. We will decide on a spectator photography policy during the planning stages of the event which might include:

- a total ban on any photography
- registration of individuals who intend to take photos
- photography ban for certain times/areas of the event
- the event venue is in a public area, so no ban is possible however guidance on appropriate photography and reporting concerns will be made available

We will warn parents and spectators that there can be negative consequences to sharing images linked to information about their own or other people's children on social media (Facebook, Instagram, Twitter) – and care should be taken about 'tagging'.

We will communicate the photography policy for the event by one of the following means:

- pre-event registration, consent, or information forms
- packs and leaflets for all event staff and volunteers, participants and parents
- pre-event induction or training for staff and volunteers
- event programmes

- poster and signage around the venue
- announcements during the event

### **Photography and/or filming for wider use**

If people such as local journalists or professional photographers (not hired by Winchester Racquets and Fitness) wish to record one of our events and share the images professionally or in the wider world, they should seek permission from us in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given

Winchester Racquets and Fitness will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

We will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable.

If we become concerned that someone unknown to us is taking photography or filming without permission, we will ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures,

### **Storing images**

We will store photographs and videos of children securely and in accordance with data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

### **Related policies and procedures**

This policy should be read alongside our policies and procedures, including:

- Safeguarding policy
- Codes of Conduct for players, parents, staff, and volunteers
- Online safety policy
- Diversity and inclusion policy
- Anti-bullying policy
- Whistleblowing policy

This policy is reviewed every two years (or earlier if there is a change in national legislation)

General Manager                      *Ian Fowler*                      Date: 23/05/2023

Welfare Officer                      *Sophie Green*                      Date: 23/05/2023