

PHOTOGRAPHY & FILMING POLICY

POLICY OWNER(S): CLUB CHAIR
WELFARE OFFICER

POLICY LAST UPDATED: AUGUST 2023

PURPOSE AND SCOPE

The purpose of this policy is to:

- Protect children who take part in Backwell Tennis Club's activities and events, specifically those where photographs and videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos being taken of children during our events and activities.
- Ensure that we operate in line with our values and within the law when creating, using and sharing photographs/videos of children.

This policy applies to everyone.

WE RECOGNISE THAT:

- Sharing photographs/videos of our activities can help us celebrate the successes and achievements of our children, provide a record of our activities and raise awareness of our venue.
- The welfare of the children taking part in our activities is paramount.
- Parents/carers have a right to decide whether photographs are taken of their children and how these may be used.

RISKS OF SHARING PHOTOGRAPHS/VIDEOS ONLINE

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

- Children may become vulnerable to grooming if a photograph/video is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/venue uniform.
- Inappropriate photographs/videos of children may be shared online.
- Photographs/videos may be copied, downloaded, screenshotted or shared by anyone.
- Photographs/videos of children may be adapted and used inappropriately.
- Photographs/videos may appear in internet search results.
- Depending on the terms and conditions of using an online platform, the photographs/videos may be owned by the platform once it's been posted. Platforms may then license photographs/videos for use by third parties – such as for commercial purposes.
- Each photograph/video, and any comments on them, become a part of a child's public image.

WE WILL SEEK TO KEEP CHILDREN SAFE BY

- Always asking for consent from a child's parent/carer before taking and using that child's photograph/video.
- Always explaining what photographs/videos will be used for and where they will be published.
- Only using first names of children, unless it is considered necessary to do otherwise AND the parent/carer has consented.
- Never sharing or publishing personal information about children.
- Reducing the risk of photographs/videos being copied and used inappropriately by:
 - only using photographs/videos of children in appropriate clothing
 - avoiding photographs/videos and camera angles that may be prone to misinterpretation or misuse
 - avoiding full face and body shots of children
- Using photographs/videos that positively reflect children's involvement in the activity.
- Respecting the wishes of children and parents/carers who do not consent to photographs/videos being taken. We will never exclude a child from an activity because we do not have consent to photograph/video them.

PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE

Photographs/videos of the child are permitted when captured by the parent or carer (or another adult with the express permission of the parent or carer). We recommend that if you take photographs and subsequently share them on social media, you check the privacy settings of those social media accounts to understand who else will be able to view any photographs/videos.

USING OFFICIAL OR PROFESSIONAL PHOTOGRAPHERS

Official/professional photographers must be hired by, or obtain permission from, the Club Committee before taking any photographs/videos on our premises (or of activity on our premises). A copy of this policy will be shared with the photographer and they will agree to meet all policy requirements including how the photos will be shared and what they will be used for.

For specific events we run, we will obtain consent from participants (or parents/carers for children) for any photographs/videos taken during that event. For the club tournament finals weekend, consent is obtained upon entry to the tournament via the tournament application form, and signs indicating consent for photography are posted at the club during finals weekend.

STORING PHOTOGRAPHS/VIDEOS

We will store photographs/videos of children securely and in accordance with data protection laws and our ***Data Protection / Personal Information Policy***.