

Billingshurst Tennis Club

Recording and Publishing Images Policy

Version: 2.0
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1. Policy statement

With regard to any event organised by Billingshurst Lawn Tennis Club, the club will ensure that: · any professional or press photographers invited to the event are clear about the club's policy for photographing and filming, are provided with a clear brief about what is considered appropriate in terms of content and behaviour and are issued with identification, which must be worn at all times.

Participants and parents are informed that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs.

Unsupervised access to players, one-to-one photo sessions, sessions outside the event or at a player's home are not allowed.

If participants or players have any concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official. Any such report will be recorded in the same manner as any other Welfare concern.

This Policy covers children and adults at risk.

2. Use of terminology

Child: a person under the age of eighteen years.

Adult at risk of abuse or neglect: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

3. Scope

This Policy is applicable to all volunteers, committee members, coaches and club members, parents, carers and spectators.

4. Parents, carers and spectators

Billingshurst Tennis Club (the Club) encourages parent, carers and spectators to use photographic equipment to capture their child or friend playing tennis to support and encourage their experience.

Parents, carers and other spectators are required to register at an event if they wish to use any photographic equipment. The event organiser will ask anyone not registered to stop using photographic equipment and delete any images that may have been taken.

If any parent, carer or spectator has concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer, who will follow child protection procedures.

5. Professionals, Competition Organisers and Officials

The Club requests that you ensure that all parents, carers and spectators who want to use photographic equipment at an event are registered with you. If you wish to take photographs at an event or publish images following an event you must ensure you have consent from parents, carers or the individual (if over 18) prior to the event and that you are registered with the event organiser. If you see any individual taking photographs which you deem to be intrusive or inappropriate you must address this in line with the child protection procedures.

6. Children and Young People

It is okay for a photographer to take photos when you are on court, as long as your parent or carer has told the photographer it is alright. If you see someone taking photos or filming that makes you feel worried, tell your parent or carer, or the event organiser or welfare officer straight away.

7. Consent

If you wish to take photographs or recordings, prior to any event, you should ensure you have obtained consent from:

- The event organiser; and
- Parents, carers of all children involved.

In order to obtain consent you must explain why you are taking the images and what they will be used for. This ensures that parents or carers are giving informed consent. To achieve this it is strongly recommended they also sign the **Recording Images Consent Form**.

8. Photographing and Recording

All children featured in photographs or recordings must be:

- Appropriately dressed with clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt;
- Featured with people engaging in tennis;
- Recorded in groups with other children or adults where possible; and
- Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability.

Any inappropriate use of images should be reported to the Club Welfare Officer, LTA Safeguarding Team and the Police.

9. Photographing and Recording in Public Spaces

There is no law specifically prohibiting the photography of individuals (including children) in public places. Subject to the below, individuals are permitted to:

- take photos of children without the consent of the parents/legal guardians, using a normal lens; and
- keep photos taken, however, if the person wishes to publish a recognisable image of the child, they are required to gain consent from the parents/legal guardian.

The above is permitted, provided the behaviour does not amount to harassment or a breach of privacy. Whether the behaviour amounts to harassment or a breach of privacy will depend on the facts in each case.

If an individual is taking photographs in a public space and this is making the children, coach or parents uncomfortable, it is best to approach the photographer and politely request they stop taking photographs and remind them they are required to gain consent from parents if they wish to publish any photos.

NB: If the photographer has a long lens, they should be informed they are not allowed to use this when taking photos of people in public spaces.

10. Publishing Images

Remember to give adequate thought to the selection of images in publicity material both printed and web-based. Where possible, use a technique such as “watermarking” on the images.

All children featured can only be:

- Identified using their first name, although it is preferable that their name is not given;
- Printed or uploaded with written consent from parents/carers; and
- Shown engaging in tennis activities.

For your safety it is recommended that you avoid the following:

- Images of children and young people on their own;
- Images of children and young people outside a tennis environment;
- Streaming any content directly to a website; and
- Using any images for which you have not obtained consent (please use the **Recording Images Consent Form**).

Please be aware, coaches, teachers and others may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware this forms part of the tennis programme and that any recording will be destroyed after use.

Remember it is the responsibility of **ALL** adults to safeguard children in sport

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