

Recording and Publishing Images Policy

Introduction

Bognor Lawn Tennis Club encourages parents, carers and spectators to use photographic equipment to capture their child or friend playing tennis to support and encourage their experience.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming children. The potential for misuse of images can be reduced if Club members are aware of the potential risks and dangers. This policy covers all forms of images, including photographs and videos, and outlines a range of measures that can be taken to reduce such risks.

General principles

During normal Club activity, parents and friends are encouraged to take photos of children for personal use without the consent of the parents/legal guardians, using a normal lens and keep photos taken. However:

- if a person wishes to publish a recognisable image of the child, either in the press or on social media, they must gain consent from the parents/legal guardian. **SPECIFICALLY, IT IS NOT ACCEPTABLE FOR ADULT OR JUNIOR MEMBERS TO SHARE IMAGES OF OTHER CHILDREN ON FACEBOOK WITHOUT CONSENT AND THE CLUB WILL TAKE ANY BREACH OF THIS VERY SERIOUSLY.**
- This is **only** 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.
- The photographer may not use long lens.
- If the child is taking part in an event, then separate rules apply – see below.

Coaches and others may use video equipment as a legitimate coaching method. This forms part of the tennis programme and that any recording will be destroyed after use.

Responsibilities

All members:

If an individual is taking photographs that are 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.

Parents:

If any parent has concerns about inappropriate photography, this should be reported immediately to the Welfare Officer or any other member of the Club Committee who will

follow child protection procedures. The Club Welfare Officer(s) will take these very seriously and concerns will be reported to the LTA and appropriate authorities using LTA forms and guidelines.

Parents and guardians should explain to their children that it is normally okay for friends and family to take photos when they are on court. However, if they see someone taking photos or filming that makes them feel worried, they should tell their parent/guardian, coach, Event Organiser or someone else in authority straight away.

[Publishing in the press, websites and social media](#)

If you wish to publish any photographs or recordings of adults or children in publications, websites or social networking sites you must ensure you have consent from parents, carers or the individual (if over 18). If the images are taken at an event, you must also have the permission of the Event Organiser (see next section). Ideally, this consent should be written and suitable forms are available from the Club Welfare Officer.

- All children featured must be appropriately dressed with clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt.
- If a photograph caption is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed.
- Try to take photographs that represent the broad range of youngsters participating safely in tennis. Think about the gender, ethnicity, ability and age of the children you photograph and try to capture the diversity of the children you work with.
- You should ensure that images of a young person are not recorded and published where a court order prohibits this.

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.

Any inappropriate use of images should be reported to the Club Welfare Officer in the first instance who will normally refer it to the LTA Safeguarding Team and the Police.

If a professional photographer (including press photographers) is invited to take pictures at the Club:

- They should be given written instructions that make clear the Club's expectations of them in relation to child protection.

- Their pictures should be related only to tennis-related activities.
- They must not be allowed unsupervised access to children.
- They must not be allowed photography sessions outside the event or at a child's home.
- Issue the photographer(s) with identification, which must be worn at all times.
- Inform participants and parents that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photographs.
- Ensure that photographers are able to identify any players who have not consented to being photographed

Photography at LTA Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and film footage of young and disabled sportspeople. The Club has a duty of care to ensure that this risk is minimised.

Bognor Lawn Tennis Club has adopted the LTA Recording and Publishing Images Policy for use at events. This may be found at:

<https://www3.lta.org.uk/NewWebsite/LTA/Documents/Players and Parents/Safeguarding and Child Protection/Resources - PDF/Recording and Publishing Images policy.pdf>

In practice, it will be difficult to prevent informal photographs on iphones etc and, in order to achieve a practical solution, the organisers of LTA events at the Club are encouraged to adopt the following approach.

- Include on the Entry Form the following statement of policy

“It is acceptable to take informal photographs of family and friends on iphones at this event for personal use. This is acceptable, provided this does not amount to harassment or a breach of privacy and you may not use long lens. However, photos **may not be used in any publication, website or on social media.**

If you wish to take photographs or recordings for publication you must obtain consent, prior to this event, from:

- The Event Organiser; and
- Parents, carers of all children involved.”

If any you have any concerns about inappropriate photography, this should be reported immediately to the Organiser.”

- In order to obtain consent the individual must explain why they are taking the images and what they will be used for.
- Include on the Entry Form a statement: “It is possible that photographs for publication may be taken at this event and in making your entry you will be deemed to having consented to this. If you prefer not to allow such photographs, then please tick the box and we will use reasonable endeavours to prevent this”
- Put up notices around the grounds stating that 'Photographs will be taken today and if you have any concerns about this, please talk to the Organiser’.

Event Organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.

Storing images securely

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.