



# Photography and Filming Policy

The BLLTC Photography and Filming Policy follows LTA policy

Document version number	Document date	Approved by GC date	Policy review date
V1.0	06.01.2020	06.01.2020 *	
V2.0	06.09.2023	06.09.2023	Sept 2026

\* GC agreed to the policy being uploaded to the BLLTC website but aware it needs to be more BLLTC specific

## Version 2.0 Amendments

- Change from guidance to policy
- Addition of purpose and scope
- General wording amendments for improved clarity e.g., referring to photographs/videos rather than just images.
- Update to the section on photography/filming for personal use for added clarity on requirements and procedure
- Amended to be more BLLTC specific

## **1.0 Purpose and scope**

Bramhall Lane Lawn Tennis Club (BLLTC) strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

The purpose of this policy is to:

- protect children and adults at risk who take part in BLLTC 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 and adults at risk 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 and adults at risk.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with BLLTC.

## **2.0 We recognise that:**

- sharing photographs/videos of our activities can help us celebrate the successes and achievements of our children and adults at risk, provide a record of our activities and raise awareness of our venue
- the welfare of the children and adults at risk taking part in our activities is paramount
- children, their parents/carers have a right to decide whether their photograph/video is taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take photographs/videos of children is only meaningful when children, their parents/carers understand how the photographs/videos will be used and stored, and are fully aware of the potential risks associated with the use and distribution
- there are potential risks associated with sharing photographs/videos of children and adults at risk online.

## **3.0 Risks of sharing photographs/videos online**

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

- children and adults at risk 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 and adults at risk may be shared online
- photographs/videos may be copied, downloaded, screenshotted or shared by anyone
- photographs/videos of children and adults at risk 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 has 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 public image of a child or adult at risk.

#### **4.0 We will seek to keep children and adults at risk safe by**

- always asking for written consent from a child and their parents/carers before taking and using a child's photograph/video
- always explaining what photographs/videos will be used for and what potential risks are associated with sharing photographs/videos of children and adults at risk
- if consent is withdrawn, take reasonable steps to remove the photographs/videos from public view. It may not be possible to delete or destroy all photographs/videos that have been disseminated online (such as via social media) or in hard copy.
- only using first names of children and adults at risk, unless consent has been given (and information given on how, where, in what context a photograph/video might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publish personal information about children and adults at risk
- reducing the risk of photographs/videos being copied and used inappropriately by:
  - only using photographs/videos of children and adults at risk in appropriate clothing
  - avoid photographs/videos and camera angles that may be prone to misinterpretation or misuse
- using photographs/videos that positively reflect the involvement of a child and adult at risk in the activity
- setting expectations around consent and the use of any personal devices among staff, volunteers and young players
- if children, parents/carers and adults at risk do not consent to photographs/videos being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer/videographer knows not to take pictures of them. We will not exclude a child and adult at risk from an activity because we do not have consent to photograph/video them.

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

When children, parents/carers or spectators are taking photographs/videos for personal use:

- photographs/videos captured by the parent/carer (or another adult with the express permission of the parent/carer) of the child is permitted
- we will recommend that people check the privacy settings of their social media account to understand who else will be able to view any photographs/videos they share
- we will remind children, parents/carers who they can talk to if they have any concerns about photographs/videos being shared.

For specific events we run, we will publicise what will be allowed before the start of the event.

If a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent/carer where the player is under 18 years old) and will notify the venue (including the Competition Organiser for any event) of their attendance in advance.

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

If BLLTC engages a photographer/videographer for an event, we will:

- follow a safe recruitment process
- provide the photographer/videographer with a clear brief about appropriate content and behaviour
- ensure the photographer/videographer wears identification at all times

- inform children, parents/carers and adults at risk that a photographer/videographer will be at the event and ensure (where the player is under 18 years old) they give written consent to any close up photographs/videos of their child\*
- inform the photographer/videographer about how to identify – and avoid taking photographs/videos of children without the required parental/carer consent and adults at risk
- clarify areas where all photography/filming is prohibited (i.e. toilets, changing areas, first aid areas)
- not allow the photographer/videographer to have unsupervised access to children
- not allow the photographer/videographer to carry out sessions outside the event or at a child's home
- report any concerns regarding inappropriate or intrusive photography/filming.

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

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

If people such as local journalists or professional photographers wish to operate at an event and share photographs/videos, we will ensure they have been given proper permission in advance and that they have provided us with the following information:

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

We will verify these details and decide whether to grant permission for the photographs/videos to be taken. We will also ensure the children who are the intended subjects of the photographs/videos, their parents/carers and adults at risk have given consent and inform the photographer of anyone who does not give consent.

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

## **8.0 Concerns**

If we become concerned that someone is taking photographs/videos without the necessary consent, we reserve the right to ask them to delete the photographs/videos and may ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

If we become concerned that inappropriate photographs/videos have or are being taken, this will be reported to the Welfare Officer. It may also be necessary to report this to the police.

## **9.0 Storing photographs/videos**

We will store photographs/videos of children and adults at risk securely.

Access to photographs/videos will be controlled, i.e. through a password protected folder

Photographs/videos which are deemed to be no longer necessary will be deleted.

## **10. Related Policies and Procedures**

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

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Use of changing rooms
- Safeguarding policy
- Safeguarding at events, activities and competitions
- Safe recruitment

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