

Broseley Tennis Club: **Photography and filming policy**

Photograph taking and the filming of videos at the club needs to be carefully managed (see A-E)

A. Risks of sharing images online

Sharing photographs and videos of children on websites, blogs and social media has potential risks.

For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as the tennis club Logo
- inappropriate images of children may be shared online
- in addition, 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 and hence be viewed worldwide
- each photo or video, and any comments on them, become a part of a child's public image (their digital footprint)

B. Broseley Tennis club should seek to keep children safe by

- always asking for written consent from a child's parents or carer(s) before photographing or videoing them.
- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view.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,
- never publishing personal information about children
- reducing the risk of images being 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 by others
- using images that positively reflect children's involvement in the activity
- When children, parents/carers or spectators are taking photographs or filming at events and the images are for personal use club officials are entitled to ask anyone reported to them to stop using photographic equipment and remind them they are required to gain consent from parents. The person may also be asked to delete any images that may have been taken.

C. Using official or professional photographers (e.g. newspaper photographer)

If we engage a photographer for an event, a committee member will:

- provide the photographer with a clear brief of the event and context
- ensure the photographer wears identification at all times

- inform children and parents/carers that a photographer will be at the event and ensure they give written consent to images which may feature close up images of their child being taken and shared
- inform the photographer about how to avoid taking images of children without the required parental consent
- accompany the photographer on site
- report any concerns regarding inappropriate or intrusive photography.

*At some events, wide-angle and general images 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 images. In these circumstances, clubs and counties should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

D. Concerns

If the club becomes concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) safeguarding procedures should be followed.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officer(s).

E. Storing images

The club must store photographs and videos of children securely

Deleting images from devices as soon as is practically possible

General images of events, where all parents in the picture have provided permission for photography, may be retained for re-use, providing children are not easily identifiable.

Related policies and procedures

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

- · Recording and Publishing Images for Events
- · Social Media
- · Anti-Bullying
- · Code of conduct
- · Diversity and inclusion
- · Use of changing rooms
- · Safeguarding policy