



**BROSELEY**  
TENNIS CLUB

## **Recording and Publishing Images Policy**

### **When attending an event at Broseley Tennis Club**

At events held at Broseley Tennis Club please note the following rules and guidelines:

**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.

#### **Children and Young People**

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.

#### **All adults (Over 18's)**

1. **Parents/carers or responsible adult accompanying a child (under 18)**
  - a) For each child attending the event as a parent/carer or responsible adult you should sign the media consent form to allow us to include your child in any photographs.
  - b) If you do not want a child photographed then you must notify the welcome desk that you do not want any photographs of the child and sign the No Photography form. The club photographer must also be alerted by the parent/carer/responsible adult so that they can ensure compliance with the request.
  - c) If the child is not included on either form then photography consent will assume to have been given.

2. **If you wish to take photographs or recordings**

Please be aware that if a complaint has been made then a club official may ask you to stop taking further images and ask you to delete images already taken if they are seen as inappropriate or going against the club policy. You should use a normal lens on your camera rather than a long lens.

### **Broseley Tennis Club officials**

#### **Broseley Tennis Club will:**

- Display photography notices.
- Ensure that the club photographer is identified by a badge or equivalent.
- Request attendees accompanying under 18's to the event to sign the Media Consent form.
- Provide a No Photography form as an alternative for anyone who does not want to sign the consent form and request that the parent/carer/responsible adult should alert the club photographer and

indicate how the junior or vulnerable adult can be recognised so that the club photographer can comply with the request.

- If neither form is completed then photography consent will assume to have been given.
- Take care in selecting images in publicity material both printed and web-based
- Follow the photography and recording and the publishing images policies as shown below.
- Take action if any parent, carer or spectator reports suspicions of inappropriate photography to any club official. 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 if they wish to publish any photos. The person may also be asked to delete any images that may have been taken.

Child protection procedures will be followed if necessary.

## **Coaching**

Please be aware that if video equipment is intended to be used as part of the coaching method then this cannot take place without the agreement of Broseley Tennis Club committee. The use of video equipment is in some cases a legitimate coaching method and if used then tennis players and their parents or carers should be made aware that it forms part of the tennis programme and that any recording will be destroyed after use.

## **Photographing and Recording**

All children featured in photographs or recordings should 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.

## **Publishing Images**

The club will take care in selecting images in publicity material both printed and web-based.

All children featured should be:

- Identified using their first name or not be named ; and
- Shown engaging in tennis activities or at a tennis event.

As far as possible the club will 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 the club has not obtained consent. The Media Consent Form and No Photographs forms should be retained by the club for a reasonable period of time.

## **LTA Safeguarding Team Contact Details**

**T:** 020 8487 7000 **E:** [safeguarding@LTA.org.uk](mailto:safeguarding@LTA.org.uk)