



# PHOTOGRAPHY AND RECORDING POLICY

## Photography and Recording Policy

### Parents, Carers and Spectators

The Club encourages you to use photographic equipment to capture your child or friend playing tennis.

You are required to register at an event if you 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 you have concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer.

### Competition Organisers, Officials, and other Professionals

If you are running an event, the Club requests that you ensure that all parents, carers, and spectators who want to use photographic equipment 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 safeguarding procedures.

### Children

It is okay for a photographer to take photos when you are on court, if 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.

### Consent

To take photographs or videos, prior to any event, you should ensure you have obtained consent from:

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

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 you use the **Consent and Emergency Contact Form** at Appendix 1; spare forms are available in the clubhouse.

### Image and video content

All children featured in images or videos must be:

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

Any inappropriate use of images should be reported to the LTA Safe and Inclusive Tennis Team and the Police.

## Photographing and Videoing in Public Spaces

There is no law 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.

In practice, you might not want to get into whether there has been a breach of privacy or if the conduct amounted to harassment. 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.

## Publishing Images

Remember to give adequate thought to the selection of images in publicity material both printed and online (including social media). 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 on their own;
- Images of children 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 **Consent and Emergency Contact Form**).

Please be aware that 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.

**This Policy is Approved by:**

Claire Bielby:            *[Signed]*

Date:

**Club Chairman & Welfare Officer**

*[Note: The signed master copy is held on file by the Club]*

## Consent & Emergency Contact Form

Your details (if U18 must be the parent/carer)

Name:		
Address:		
Contact details:	Phone: Mobile:	Email:

Details of the child / adult (if different)

Name:		
Date of birth:		
Address (if different from the parent/carer):		
Contact details (if different from the parent/carer):	Phone: Mobile:	Email:

Details of the event/trip the child / adult will be attending

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Activities

I give permission for the child / adult to:		
Be involved in photography and/or filming.	Yes	No
Travel by any form of public transport or in a motor vehicle.	Yes	No
Other (please detail)	Yes	No

### Child / Adult Medical/Disability History

Does the child /adult have:		
Any health needs (e.g. diabetes, asthma, epilepsy, allergies) that we should be aware of?	Yes	No
Any access needs?	Yes	No
Any religious or spiritual practices we should be aware of?	Yes	No

Any dietary needs we should be aware of?	Yes	No
Anything else which we should be aware of?	Yes	No
If yes to any of the above, please provide full details e.g. time medication must be taken, if help is required to administer medication, etc. (please use additional paper if required).		

### Emergency Contact Details (if different from Parent/Carer)

Name:		
Relationship to the child or adult:		
Address:		
Contact details:	Phone: Mobile:	Email:

### Confirmation

Name of parent/carer or adult (print):		Date	
Signature:			
Consent valid for the following period (please circle)	<b>This event only</b> <b>1 week</b> <b>1 month</b>	<b>1 year</b> <b>Other (please detail):</b>	