

# **CRESCENT LAWN TENNIS CLUB PHOTOGRAPHY AND FILMING POLICY AND ACCEPTABLE USE STATEMENT FOR INTERNET AND SOCIAL MEDIA USE**

The Crescent Lawn Tennis Club (CLTC) strives to ensure that all children, young people, and adults at risk are safeguarded from abuse and have an enjoyable tennis experience. This document sets out the policy of the CLTC for the capture and live broadcast of photographic, video, and other images, and general internet and social media use at the club and external events representing CLTC.

The CLTC is happy to promote positive images of individuals playing tennis and is not preventing the use of photographic or videoing equipment. However, it is aware that some people may use sporting events as an opportunity to take inappropriate photographs or film footage.

This policy therefore will apply to all staff, coaches, volunteers and other individuals associated with the CLTC who have responsibility for children, young people and vulnerable adults.

The CLTC recognises that children and their parents/carers are responsible for making decisions about consent to have their images taken by others, and also about how these may be used. Consent is only truly meaningful when children and their parents have an understanding of the potential risks associated with the use and distribution of these images, particularly when shared online.

## **RISKS OF SHARING IMAGES ONLINE**

Sharing photographs and images of children on social media or other online platforms carries potential risks. Images can be copied, adapted and shared by anyone. Children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. Each photo or video, and any comments on them, become a part of a child's public image.

## **CLTC WILL SEEK TO KEEP CHILDREN SAFE BY**

- using images that positively reflect children's involvement in the activity and which avoid images that may be more prone to misinterpretation or misuse than others.
- always asking for written consent from a child and their parents or carers before taking and using a child's image.

- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view.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, unless necessary and with the child and parent /carer consent and never publishing personal information about children
- making sure children, their parents and carers understand how images will be securely stored and for how long

## **PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE**

Where children, parents/carers or spectators are likely to be taking photographs or filming at events and the images are for personal use, CLTC will publish guidance on what will be allowed in the event programme and/or announce details of this policy before the start of the event to:

- remind parents/carers and children that they need to give consent for the CLTC to take and use images of children;
- ask for photos taken during the event not to be shared on social media or ask people to gain permission from children and their parents/carers before sharing photographs and videos that include them;
- recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share;
- remind children, parents and carers who they can talk to if they have any concerns about images being shared.
- CLTC will communicate the photography policy either with communication before the event or with signage during the event.

## **USING OFFICIAL OR PROFESSIONAL PHOTOGRAPHERS**

If CLTC engages a photographer for an event, we will endeavour to keep children safe by:

- following a safe recruitment process/policy
- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children and parents/carers that a photographer will be at the event and ensure they give written consent to images which feature close up images of their child being taken and shared\*

- informing the photographer about how to identify who has given consent and avoid taking images of children without the required parental consent
- clarifying areas where all photography is prohibited (i.e. toilets, changing areas, first aid areas)
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting 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, the county will make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

## **PHOTOGRAPHY AND/OR FILMING FOR WIDER USE**

If people such as local journalists or professional photographers (not hired by the CLTC) wish to operate an event and share the images professionally or in the wider world, the CLTC will ensure they have given proper permission for this in advance.

This involves ensuring that the following information is provided to CLTC:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.
- The CLTC will verify these details and decide whether to grant permission for the photographs/films to be taken. We will also seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.
- We will inform children, parents/carers that an external photographer is present and ensure they are easily identifiable.
- Where it appears that someone unknown to us is taking photographs or filming without permission, they will be asked to leave and (depending on the nature of the concerns) we will follow our safeguarding procedures.

## **STORING IMAGES**

- The CLTC will store photographs and videos of children securely and in accordance with data protection law.
- Hard copies of images will be kept in a locked drawer and electronic images in a protected folder with restricted access.
- Images of children should never be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

## **ACCEPTABLE SOCIAL MEDIA AND ONLINE USE**

- Members are responsible for their behaviour when using the internet and social media at the venue/county (and whilst involved in activities/trips organised by the venue/county), including the content they access and how they conduct themselves.
- Members will not deliberately create, browse or access material that could be considered offensive, inappropriate or illegal. If they accidentally come across any such material, they will report this to a member of the committee.
- Members will not use social media or the internet to send anyone data, images or other material which could be considered inappropriate, threatening, offensive, upsetting, bullying or illegal.

## **RELATED POLICIES AND PROCEDURES**

CLTC Junior Policy

CLTC Photo video consent form

This Policy and Code of Conduct is reviewed every three years (or earlier if there is a change in national legislation).

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