



## **Helensburgh Lawn Tennis Club**

### **Filming & Photography Policy**

Whilst the focus of the policy is children and vulnerable adults, the key points are applicable to all.

The LTA best practice guidance states that:

#### **RISKS OF SHARING IMAGES ONLINE**

Sharing photographs and images of children on social media or other online platforms carries 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 a school/club uniform
- inappropriate images of children may be shared online
- 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
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image.

The NSPCC guidance notes that: 'some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.'

#### **THEREFORE, HLTC WILL SEEK TO KEEP CHILDREN SAFE BY**

- 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- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view.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:
  - it's considered necessary – such as for elite /high profile child players

- it's in the child's best interests
- the child and parent have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publishing personal information about children
- making sure children, their parents and carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and 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 than others
  - using images that positively reflect children's involvement in the activity

*Helensburgh is a small club who do not hold regular large events or employ professional photographers. When events such as junior tournaments or open days are held:*

- either in advance or on the day, written consent for photographs will be obtained
- no photography in prohibited areas (i.e. toilets, changing areas, first aid areas)

However, 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 or adult in order to take such images.

In these circumstances, Helensburgh will make clear to all participants, via one or more of, poster in the clubhouse/sign in sheet for open days/verbally informing players and parents that these kinds of images will be taken, and that they might be used on the Club's social media pages and website. Participants and members will be invited to inform the management committee member taking photographs /vice chair/welfare or deputy welfare officer if they would prefer that that theirs was not taken and/or used in that way who will ensure that does not happen. Participants and members will have the opportunity to do so privately if they wish.

## **CONCERNS**

If Helensburgh LTC's Committee members, coaches or members become 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) follow our safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officers [Carol Bews](#) or [Bobby Kerr](#) . It may also be necessary to report this to the police.

## **STORING IMAGES**

Helensburgh must store any photographs and videos of children securely and in accordance with data protection law.

This policy is informed by the LTA Filming and photography best practice guidance

<https://www.lta.org.uk/globalassets/about-lta/safeguarding/county-standards/photography-and-filming-best-practice-guidance.docx>

Together with NSPCC's Guidance for photographing and filming at: <https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance> .