

Photography and Filming Policy

1. Photography and Filming of adults

Although the bulk of this document refers to young persons, photography and filming of adults should also only be carried out with permission of those concerned and for appropriate purposes. Photographs and films are personal data and subject to the data protection regulations as referred to in the Hillside LTC Data Protection & Privacy Policy.

2. Child Protection and Best Practice Guidelines

The main concerns addressed by these guidelines relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children.
- The breach of court orders restricting photography of specific children.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sport web sites and other publications when they are accompanied by personal information. This information can make a child vulnerable to an individual who may wish to 'groom' that child for abuse. Secondly, photographs can be adapted for inappropriate use. There is evidence of adapted material finding its way onto child pornography sites.

3. Guidelines for recording images

All children featured in recordings must be appropriately dressed, with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts).

The photograph should ideally focus on the activity. Where possible, images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children).

You should ensure that images of a young person are not recorded and published where a court order prohibits this.

Any inappropriate use of photography or of images should be reported to LTA Child Protection or the police.

Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, tennis players and their parents/carers should be made aware that this forms part of the coaching programme, and recordings should be used, stored and destroyed with care.

4. Guidelines for publishing images

If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details of children such as email addresses, home addresses and telephone numbers should never be revealed on a website.

Ask the child for permission to use their image. This ensures that they understand how their image will be used to represent the sport. A photography and filming consent form is the best way of achieving this (or the relevant section of the HLTC membership form).

Ask for parental/carer permission to use an image of a young person. This ensures that parents/carers understand how the image of their child will be used to represent the sport. A photography and filming consent form is the best way of achieving this and for HLTC club members this is incorporated into the membership form.

In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming can limit problems, and provides an opportunity for any necessary editing. It is recommended that you employ appropriate security on web servers, so that material can only be accessed, copied or downloaded by authorised people.

Make sure that you give adequate thought to the selection of images for use in publicity materials. Give close consideration to the images of children used on websites. Try to take photographs that represent the broad range of youngsters participating safely in tennis. Think about the gender, ethnicity, ability and age of the children you photograph and try to capture the diversity of the children you work with.

5. Photography and film at tennis events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and film footage of young and disabled sportspeople. You have a duty of care to ensure that this risk is minimised. By following the guidelines below, you will be taking a significant step towards this goal.

If you are commissioning professional photographers or inviting the press to a tennis event, it is important to ensure they are clear about your expectations of them in relation to child protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
Issue the photographer(s) with identification, which must be worn at all times.
- Inform participants and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to players or one-to-one photo sessions.

- Do not approve/allow photo sessions outside the event or at a player's home.
- Ensure that photographers are able to identify any players who have not consented to being photographed.

Parents and spectators might also wish to take photographs or record their children participating at the event. If so, they should also be made aware of your expectations and this policy.

A range of companies now provide photography services that make professional photographs available to parents and players. These companies should know about and meet specific standards agreed with the LTA. Contact the Club's Welfare Officer or LTA Child Protection if you need to know more about the use of photography at your event.

In addition:

- Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.

6. Good practice and support

By following the good practice outlined in this document, you will help ensure that tennis is a safe sport for children and young people. If you have any comments or questions about the issues raised in these guidelines, you should contact the Club's Welfare Officer or LTA Child Protection for detailed advice.