



Photography and Filming of Children and Young People Policy

Purpose

This document details HORLEY LAWN TENNIS CLUB's (HLTC's "the Club's") policy regarding filming, photographing, or otherwise recording images of, children and young people at, or representing, HLTC.

Why does it matter ?

The main concerns addressed by this policy relate to:

- The possible identification of children when an image 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
- The risks posed directly and indirectly to children and young people through the use of photographs or other forms of images 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. Additionally photographs can be adapted for inappropriate use. This policy aims to safeguard children and young persons participating in HLTC organised or sponsored activities from the possible risks of photography and other image recording while still permitting these for legitimate purposes.

Application

This policy applies in respect of all children and young persons under the age of 18 years while on HLTC premises or at events organised or sponsored by HLTC. In respect of the latter (where HLTC may be unable to exert full control) the policy requires that HLTC shall enforce the policy to the maximum extent possible.

Definitions

For the purposes of this policy:

"Young persons" and "Young people" shall include children and any person who is under the age of 18 years.

"Parent(s)" shall include biological parent(s), adoptive parent(s), carer(s) or any other person(s) acting *in loco parentis*

"Images" includes still photographs and video recordings made using any device capable of recording or enabling or facilitating the recording of such images (including but not restricted to cameras, mobile telephones, personal data assistants, portable computers, web cameras) and includes where physical recordings are stored remotely from the local capture device (for example a remote computer accessing a local web camera)

"Recordings" includes still photographs and any other form of image

"Photographer(s)" includes anyone using or intending to use any device capable of recording still or moving images

"Photography" includes the recording of images

HLTC policy for recording images

All young persons 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/skirt.

Recording should focus on the activity. Where possible, images of young persons should be recorded in small groups - the group may comprise any combination of adults and young persons.

HLTC shall not permit the recording or publication of images of a young person where a court order prohibits this.

Any use of images considered to be inappropriate shall be reported to the HLTC Welfare Officer in the first instance and thereafter to the LTA Safeguarding team or the police as appropriate.

HLTC Policy on the use of images of children and young persons

Coaches, teachers and others can use photographic and video equipment as legitimate coaching aids. However, parents shall be made aware that this forms part of the tennis programme, and recordings must be used, stored and destroyed with care, and in accordance with the Club's Data Protection policy (which is compliant with the General Data Protection Regulation and associated UK implementation). No recording shall be retained for more than one week. Prior to recording, permission shall be obtained from a parent in the form outlined at the foot of this policy.

HLTC Policy for publishing images and recordings

Prior to publication, be it to the HLTC website or by sending to any media such as local newspaper or other similar body, authority shall be obtained from a parent in the form outlined at the foot of this policy.

No use of any image shall ever reveal personal details such as email addresses, home addresses or telephone numbers. Given and surnames may be used in text or script accompanying an image but only where necessary.

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 permitted.

Anyone intending to publish an image subject to this policy shall, in advance of doing so, make every effort to establish that any young person in the image is not subject to a court order prohibiting publication.

Photography, film or video-recording at HLTC organised or sponsored tennis events

If HLTC commissions professional photographers or invites the press to a tennis event involving young persons, the HLTC event organiser/sponsor shall

- ensure they are clear about HLTC's expectations of them in relation to safeguarding of children
- 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, video-recordings or photographs
- not allow unsupervised access to players or one-to-one photo sessions
- 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

If parents or other spectators are intending to photograph or video at an event, the HLTC event organiser/sponsor shall also make them aware of HLTC's expectations in relation to safeguarding of children. The HLTC event organiser/sponsor shall require parents and spectators to register at an event if they wish to use photographic or other recording equipment.

The HLTC event organiser/sponsor should approach and challenge any person taking photographs who has not registered with them. Should any person decline to comply with the requirements of this policy they shall immediately be advised that they shall not use photographic or other recording medium. If they continue to use such devices they shall be asked to leave HLTC premises immediately. The HLTC event organiser/sponsor shall, if he/she deems it relevant, refer the matter to the police, if the person involved continues to record images. The HLTC event organiser/sponsor shall report such incidents to the HLTC Welfare Officer.

The HLTC event organiser/sponsor shall ensure that the Participants and parents are be informed that, if they have concerns about inappropriate or intrusive photography, they should report them to the HLTC event organiser/sponsor or other official and register the concern in the same manner as any other safeguarding concern. HLTC will follow up reports in accordance with its Safeguarding Policy.

Approval

This policy update was approved by HLTC's Committee on 20th Feb 2020

Form of Consent to Recording and/or Publication of Images

I give permission for (young person's name)_____ to be involved in activities organised by Horley Lawn Tennis Club which include photographs, video-recording and TV footage.

I agree*/do not agree that recorded images that include the young person named above may be used on the HLTC website

I agree*/do not agree that recorded images that include the young person named above may be used by local or other newspaper(s)

I agree*/do not agree that recorded images that include the young person named above may be broadcast on television

Signed

Relationship to child

Date

*delete as appropriate