



# ***Photography and Filming of Children Policy***

**Kinross Tennis Club adopt the following guidelines as a policy on the photography and filming of children:**

## **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.

The club will 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 will be reported to the LTA Safe and Inclusive Team or the police.

## **Policy on the use of images of children and young people (under the age of 18)**

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

## **Guidelines for publishing images**

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

The club will 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. Kinross Tennis Club have a consent section regarding photography and publication within our Safe in Care form which will be issued to all young persons who wish to take part in coaching sessions or junior matches.

In order to guard against the possibility of a young person under a court order appearing on a website, the club will not upload simultaneous streaming of images onto a website.

The club will give adequate thought to the selection of images it uses in publicity materials and 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.

## **Photography and film at tennis events**

If the club commission professional photographers or invite the press to a tennis event, it will ensure they are clear about its expectations of them in relation to child protection.

The club will provide a clear brief about what is considered appropriate in terms of content and behaviour.

The club will inform participants and parents that a photographer will be in attendance at the event and ensure that they consent to both the taking and publication of films or photographs.

The club will not allow unsupervised access to players or one-to-one photo sessions.

The club will not approve/allow photo sessions outside the event or at a player's home.

The club will 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 parents or other spectators are intending to photograph or video at an event, the club will make them aware of its expectations.

We will inform participants and parents 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.

As event organisers we will approach and challenge any person taking photographs who is not authorised to do so or who is not known to the club. The matter will be referred to the police, if the person involved continues to record images.

## **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 **LTA Safe and Inclusive Team** for detailed advice ([www.safeandinclusive@lta.org.uk](mailto:www.safeandinclusive@lta.org.uk)) **Tel: 02084877000**. or **Tennis Scotland Safeguarding Lead Tel:0131 444 4154**