



Use of Images of Children and Young People Policy

Photography and Filming of Children

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.

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/skirt)
- 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 Safeguarding 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.
- There are additional guidelines on the LTA website for application where professional photographers are to be used.
- Photographs and videos of children must be stored securely and in accordance with data protection law. Photographs of children and young people should not be kept for longer than necessary. They should be deleted after use for their primary purpose and not repurposed for personal, marketing or other uses without additional permission of the parent and child.

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 such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- Ask for parent/carer permission to use an image of a young person. This ensures that parent/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. At times it may be appropriate to ask the child as well.

- 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.
- Make sure that adequate thought is given to the selection of images for use in publicity materials. Give close consideration to the images of children used on websites. Simple techniques such as digital 'watermarking' may deter others from misusing images.