



Recording and Publishing Images Policy - relating to Children and Young People

Guidelines for photo and video recording

- All children featured in recordings must be appropriately dressed, with clothing covering their torso from their neck to thighs (e.g. a t-shirt and shorts or skirt).
- The photograph should focus on the tennis activity.
- Where possible, images of children/young people should be recorded in groups with other children or adults where possible, including mixed representation in terms of diversity.
- Images of a young person will not be recorded and published where prohibited by court order.
- Any inappropriate use of photography or of images will 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 will be consulted when this forms part of the coaching programme and recordings will be used, stored and destroyed with care.

Guidelines for publishing photos and video recording

- If a photograph or recording is used only the young person's first name will be used and no other personal details will be revealed on a website.
- In order to guard against the possibility of a young person under a court order appearing on a website/ preventing images appearing for which consent has not been sought, the simultaneous streaming of images onto a website will not usually be undertaken. Delayed streaming can limit problems, and provides an opportunity for any necessary editing. Where possible the Club will employ appropriate security on web servers, so that material can only be accessed, copied or downloaded by authorised people.
- Images selected for use in publicity materials will be carefully chosen and only used when entirely appropriate. Where images of children are used on websites, techniques such as digital 'watermarking' to deter others from misusing images will be used where possible/appropriate.
- Published photographs should represent the broad range of youngsters participating safely in tennis. Consideration will be given to gender, ethnicity, ability and age of the children to try and capture the diversity of the children in Club programmes.

Photography and film at tennis events

If professional photographers are commissioned and/or the press are invited to a tennis event, it is important to ensure they are clear about expectations of them in relation to child protection. This will include:

- Providing a clear brief about what is considered appropriate in terms of content and behaviour.
- Issuing the photographer(s) with identification that must be worn at all times.
- Informing 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.
- Preventing unsupervised access to players or one-to-one photo sessions and photo sessions outside the event or at a player's home.

- Ensuring 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 this policy and to register that they wish to use photographic equipment.

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.

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.

Getting consent

Both children and parents/carers will be asked for written consent to take and use images and videos for the purposes of promoting the Club through their membership application/renewal forms. These preferences can be changed at any time by contacting the Club Welfare Officer or Club Secretary. For those children/young people who are not Club members, but may be participating in an event or activity organised by the Club, specific written permission will be sought to take and use images via a consent form as part of the running of the event. It will be clearly explained by the Club why the images are being taken and what they will be used for.