



PHOTOGRAPHY AND FILMING OF CHILDREN GUIDELINES

Meads Lawn Tennis Club at ROMPA has a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

Meads Lawn Tennis Club at ROMPA seeks to keep children safe by:

- Asking for written consent from a child and their parents or carers before taking and using a child's image.
- If consent is withdrawn, taking reasonable steps to remove the photos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.
- Only using first names of children, unless:
 - it's considered necessary – such as for elite /high profile child players
 - it's in the child's best interests
 - the child and parent have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks).
- Never publishing personal information about children.
- Making sure children, their parents and carers understand how images will be used and for how long.
- Deleting images as soon as possible after an event if they are not used.
- Only the publicity officer of the club, their designated deputy or club coach has the authority to take photographs or videos.
- Reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - avoiding images and camera angles that may be more prone to misinterpretation or misuse than others.
- Using images that positively reflect children's involvement in the activity.

CONCERNS

If a member of Meads LTC becomes concerned that someone unknown to them is taking photographs or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officer (Clare Greenwell – 07917 522282), County Safeguarding Officer and LTA Safeguarding Team. It may also be necessary to report this to the police.

STORING IMAGES

The club's Publicity Officer and Coaches sign a declaration agreeing not to store images of children on their mobile phones/cameras after the images have been posted/used. They also agree to delete any unused images from their mobile phones and/or cameras as soon as possible after an event.

Other members and volunteers must not use any personal devices/equipment to take photos and videos of children.

Images held on the club's website will be reviewed regularly and removed when no longer relevant.

Signed by:

..... Chair

..... Date

..... Welfare Officer

..... Date

IMAGES OF CHILDREN AT MEADS LTC TAKEN FOR PUBLICITY AND MARKETING PURPOSES

Publicity Officer and Coaches Declaration

I agree not to store images of junior members of Meads Lawn Tennis Club on my mobile phone/camera and to delete all images of junior members of the club (under 18 years) from my mobile phone/camera once the images have been posted/used.

If images are not used, I agree to delete all such photos/videos as soon as possible after an event.

Name

Signed

Position in Club

Date

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