



PHOTOGRAPHY AND FILMING POLICY

Whilst the focus of the policy is children and vulnerable adults, the key points are applicable to all members/ parents/ coach. Outside organisation / Tournaments

This document sets out the Ruthin Tennis Club Policy for the capture and use of photographic, video or other images by Ruthin Tennis Club

The purpose of this policy is to:

- Protect children who take part in any Ruthin Tennis Club tennis activities, events specifically those where photographs and videos may be taken
- Set out the principles that guide our approach to photographs/ videos being taken during the events and activities.
- Ensure that we operate in line with the law when creating, using and sharing images.
- Follow the LTA guidelines

RISKS OF SHARING IMAGES ONLINE

Sharing photographs and images of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/club uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image.

The NSPCC guidance notes that: 'some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.'
- always 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- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view.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 securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect children's involvement in the activity

When events such as junior tournaments or open days are held:

- either in advance or on the day, written consent for photographs will be obtained
- no photography in prohibited areas (i.e. toilets, changing areas, first aid areas)

However, at some events, wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child or adult in order to take such images.

In these circumstances, Ruthin Tennis Club will make clear to all participants, via one or more of, poster in the notice board /sign in sheet for open days/verbally informing players and parents that these kinds of images will be taken, and that they might be used on the Club's social media pages and website. Participants and members will be invited to inform the management committee member taking photographs /vice chair/welfare or deputy welfare officer if they would prefer that their's was not taken and/or used in that way who will ensure that does not happen. Participants and members will have the opportunity to do so privately if they wish.

Using official or professional photographers

If we engage a photographer for an event, we will seek to keep children and young people safe by: • providing the photographer with a clear brief about appropriate content and behaviour • ensuring the photographer wears identification at all times • informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature close up images of their child being taken and shared* •

inform the photographer about how to identify – and avoid taking images of children without the required parental consent

CONCERNS

If Ruthin Tennis Club staff or members become concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officer Johanna Du Plat Jones and LTA Safeguarding Team. It may also be necessary to report this to the police.