



## **Stepps Lawn Tennis Club Photography and Filming of Children Policy**

### **Why it matters?**

The main concerns addressed by this policy 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.
- 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.

The photograph should 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 should be reported to Tennis Scotland Lead Welfare Officer or the LTA's Safeguarding Team or the police.

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

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

### **Guidelines for publishing images**

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

The club will ask for parental/carer/guardian permission to use an image of a young person through its Photography and Filming Consent form. This will ensure that parents/carers/guardians understand how the image of their child will be used to represent the club and the sport.

The simultaneous streaming of images onto the club's website will not occur. If such material is posted on the club website, it will only be accessible to authorised people.

The club will give close consideration to the images it may use on its website. Simple techniques such as digital 'watermarking' will be considered to help deter others from misusing the images.

The club will only allow photographs that represent the broad range of youngsters participating safely in tennis. Consideration will be given to the gender, ethnicity, ability and age of the children being photographed in order to ensure the club captures the diversity of children involved.

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

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and film footage of young and disabled sportspeople. The club's duty of care will ensure that this risk is minimised. The club will follow the guidelines below to achieve this:

- If the club is commissioning professional photographers or inviting the press to a club event, it will ensure it is 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 issue the photographer(s) with identification, which must be worn at all times.
- The club will inform participants and parents/carers/guardians that a photographer will be in attendance at the event and ensure 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.
- The club will ensure that photographers are aware of any players who have not consented to being photographed.
- Parents/carers/guardians and spectators might also wish to take photographs or record their children participating at the event.
- If parents/carers/guardians or other spectators are intending to photograph or video at an event, they will be made aware of the club's expectations.
- If parents/carers/guardians and spectators wish to use photographic equipment at a club event, they will be required to register for the event.

In addition:

- Participants and parents will be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or volunteer and recorded in the same manner as any other child protection concern.
- Event organisers will 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.

### **Good practice and support**

By following the good practice outlined in this policy, the club 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 the LTA (0208 487 7000; [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)) for detailed advice.