



## Stepps Lawn Tennis Club Photography and Filming Guidance

This guidance is intended to supplement the Stepps Lawn Tennis Club Photography and Filming of Children Policy by providing advice on photography and filming practices.

### 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 club should seek to keep children and vulnerable people safe by

- always asking for written consent from the parent/carer/guardian of a child before taking and using a child's image.
- if consent is withdrawn, take reasonable steps to remove the photos of the child from public view.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 is considered necessary to use a child's full name – such as for elite /high profile child players.
  - it is not in the child's best interests.
  - the parent/carer/guardian have consented to have fuller information linked to an image (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 and their parents/carers/guardians 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 club activities where there may be a heightened risk of images being misused.
- using images that positively reflect children's involvement in the activity.

### Photography and/or filming for personal use

When children, parents/carers/guardians or spectators are taking photographs or filming at events and the images are for personal use, the club should publish guidance on what will be allowed at the event and/or announce these details before the start of the event.

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent/carer/guardian where the player is under 18 years old). The club should advise that such persons be made aware that they should be notifying the event organiser of their attendance at the event.

### Using official or professional photographers

If the club engages a photographer for an event, the club will:

- follow a safe recruitment process/policy.
- provide the photographer with a clear brief about appropriate content and behaviour.
- ensure the photographer wears identification at all times.

- inform children and parents/carers/guardians that a photographer will be at the event and ensure they give written consent to 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.
- clarify areas where all photography is prohibited (i.e. toilets, changing areas, first aid areas).
- not allow the photographer to have unsupervised access to children.
- not allow the photographer to carry out sessions outside the event.
- report any concerns regarding inappropriate or intrusive photography.

\*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 in order to take such images. In these circumstances, the club should make clear to all participants and parents/carers/guardians that these kinds of images will be taken, and for what purpose.

### **Photography and/or filming for wider use**

If people such as local journalists or professional photographers (not hired by the club) wish to operate an event and share the images professionally or in the wider world, the club should ensure they have given proper permission for this in advance.

The club should ensure it has the following information about such people:

- their name and address.
- the names of children they wish to take images of (if possible).
- the reason for taking the images and/or what the images will be used for.
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The club should verify these details before deciding whether to grant permission for the photography to take place. The club should also seek consent from the participants and parents/carers/guardians of the children who are the intended subjects of the images and inform the photographer of anyone who does not give consent.

The club must inform participants and children and their parents/carers/guardians that an external photographer is present and ensure they are easily identifiable.

### **Concerns**

If the club becomes concerned that someone unknown to them is taking photography or filming without permission, they should be asked to leave (depending on the nature of the concerns).

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club's Welfare Officer or the Tennis Scotland Lead Welfare Officer or the LTA's Safeguarding Team. It may also be necessary to report this to the police.

### **Storing images**

The club must store photographs and videos of children securely and in accordance with data protection law.

Hard copies of images should be kept in a locked drawer and electronic images in a protected folder with restricted access.

Images of children should never be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Staff and volunteers must not use any personal devices/equipment to take photos and films of children.

### **Useful contacts**

Stepps LTC Welfare Officer [welfareofficersteppstennis@gmail.com](mailto:welfareofficersteppstennis@gmail.com)

Tennis Scotland lead Welfare Officer Mat Hulbert 07949500458 / [matthew.hulbert@tennisscotland.org](mailto:matthew.hulbert@tennisscotland.org)

Tennis West of Scotland 0141 632 3346 / [www.tenniswos.co.uk](http://www.tenniswos.co.uk)

LTA 0208 487 7000 / [safeguardingconcern.lta.org.uk](http://safeguardingconcern.lta.org.uk)