

# Woolpit Tennis Club

## Photo & Recording Policy

This Policy applies to all individuals involved with or present at the club.

- Anyone wishing to use photographic equipment must obtain permission from the Committee in advance.
- The club will ask anyone not registered to stop using photographic equipment and delete any images that may have been taken.
- Any concerns about inappropriate photography should be reported immediately to the event organiser, official or club Welfare Officer (Lesley Di Cioccio - 07919 624037, lesley.dicioccio@gmail.com).
- All photographs and recordings taken should be deleted within one year.

### Competition Organisers, Officials and other Professionals

- The Committee requests that any person running an event should ensure that all parents, carers and spectators who want to use photographic equipment are registered.
- Any person wishing to take photographs at the club or to publish images and/or recordings must have consent from parents, carers or the individual (if over 18).
- If you see any individual taking photographs which you deem to be intrusive or inappropriate you must address this in line with the club's Safeguarding Policy.

### Children

- It is permitted for an authorised person to take photographs when a child is on court if the parent or carer has given consent.
- If you see someone taking photographs or filming that makes you feel worried, tell your parent or carer, or club Welfare Officer straight away.

### Consent

- In order to take photographs or videos you should ensure you have obtained consent from:
  - The Club Committee; and
  - Parents, carers of all children involved.
- In order to obtain consent you must explain why you are taking the images and what they will be used for. This ensures that parents or carers are giving informed consent. It is strongly recommended you use the Consent and Emergency Contact Form (enclosed in the Policies and Procedures folder).

### Image and video content

- All children featured in images or videos must be:
  - Appropriately dressed with clothing covering their torso from their neck to thighs, ie., a t-shirt and shorts or skirt;
  - Featured with people engaging in tennis;
  - In groups with other children or adults where possible; and
  - Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability.
- Inappropriate use of images should be reported to the Club Welfare Officer, LTA Safe and Inclusive Tennis Team and the Police.

### All children featured can only be:

- Identified using their first name, although it is preferable that their name is not given;
- Printed or uploaded with written consent from parents/carers; and
- Shown engaging in tennis activities.

For your safety it is recommended that you avoid the following:

- Images of children on their own;
  - Images of children outside a tennis environment;
  - Streaming any content directly to a website; and
  - Using any images for which you have not obtained consent (please use the Consent and Emergency Contact Form).
- Please be aware that coaches, teachers and others may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware this forms part of the tennis programme and that any recording will be destroyed after use.