



38 Magdalen Road, London SW18 3NP

## **Photography and Recording Policy**

Magdalen Park Lawn Tennis Club, (known as MPLTC) and The LTA understand that it is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced if MPLTC, parents, carers and children are aware of the potential risks and dangers, this policy establishes appropriate measures for the safety of the club juniors and young people.

The MPLTC Photograph and Recording policy is based on LTA and NSPCC advice and aims to reduce risks that may include:

- children may be identifiable when a photograph is shared with personal information
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

### **Parents, Carers and Spectators are required to register at an event if you wish to use any photographic equipment.**

The event organiser will ask anyone not registered to stop using photographic equipment and delete any images that may have been taken. If you have concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer.

### **Competition Organisers, Officials and other Professionals:**

If you are running an event, the LTA requests that you ensure that all parents, carers and spectators who want to use photographic equipment are registered with you. If you wish to take photographs at an event or publish images following an event you must ensure you have consent from parents, carers or the individual (if over 18) prior to the event and that you are registered with the event organiser. If you see any individual taking photographs which you deem to be intrusive or inappropriate you must address this in line with safeguarding procedures.

### **Information for Juniors:**

It is okay for a photographer to take photos when you are on court, as long as your parent or carer has told the photographer it is all right. If you see someone taking photos or filming that makes you feel worried, tell your parent or carer, or the event organiser or welfare officer straight away.

You should always be consulted about the use of your photograph. This ensures that you are aware that the image is taking place and understand what the picture is going to be used for. This could be recorded on the permission form.

### **Consent In order to take photographs or videos:**

Prior to any event, you should ensure you have obtained consent from the event organiser.

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. To achieve this it is strongly recommended you use the Consent and Emergency Contact Form.

Do not allow photographers unsupervised access to children

Do not approve photography sessions related to any club activity outside the event or at a child's home.

### **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, e.g. a t-shirt and shorts or skirt;

Featured with people engaging in tennis;

In groups with other children or adults where possible;

Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability. Any inappropriate use of images should be reported to the LTA Safe and Inclusive Tennis Team and the Police.

### **Photographing and Videoing in Public Spaces:**

There is no law prohibiting the photography of individuals (including children) in public places. Subject to the below, individuals are permitted to:

Take photos of children without the consent of the parents/legal guardians, using a normal lens;

Keep photos taken, however, if the person wishes to publish a recognisable image of the child, they are required to gain consent from the parents/legal guardian. The above is permitted, provided the behaviour does not amount to harassment or a breach of privacy. Whether the behaviour amounts to harassment or a breach of privacy will depend on the facts in each case. In practice, you might not want to get into whether there has been a breach of privacy or if the conduct amounted to harassment. If an individual is taking photographs in a public space and this is making the children, coach or parents uncomfortable, it is best to approach the photographer and politely request they stop taking photographs and remind them they are required to gain consent from parents if they wish to publish any photos. NB: If the photographer has a long lens, they should be informed they are not allowed to use this when taking photos of people in public spaces.

## **Publishing Images:**

Remember to give adequate thought to the selection of images in publicity material both printed and online (including social media). Where possible, use a technique such as “watermarking” on the images.

DO NOT USE junior’s names in photograph captions. If a junior is named, avoid using the photograph.

Photographs can only be printed or uploaded with written consent from parents/carers and must show juniors engaging in tennis activities.

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

Images of juniors on their own;

Images of juniors outside a tennis environment;

Streaming any content directly to a website;

Sharing on social media

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.

## **Storing images securely:**

Images or video recordings of juniors must be kept securely.

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

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Avoid using any personal equipment to take photos and recordings of juniors and use only cameras or devices belonging to the club or organisation.

Organisations who are storing and using photographs to identify juniors and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance on the Data Protection Act and other privacy regulations can be found on the LTA website

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