

Photography and Filming of Children Policy

The purpose of this document is to define and document a Photography Policy for **CIYMS Tennis Club** covering photography and filming.

Why it matters

The main concerns addressed by these guidelines relate to:

- The taking of inappropriate photographs or recorded images of children
- 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 breach of court orders restricting photography of specific children
- Concerns about the risks posed to children and young people through the use of photographs on sport web sites and 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

Legitimate interest

It is not the intention of the Club via this policy to prohibit those with a legitimate interest in filming or photographing children/ young people participating in tennis related activities associated with the Club.

“Legitimate interest” in filming and photographing of players, coaches and parents involved in sporting activities associated with the Club covers:

- Parents/guardians, siblings and friends who wish to record a child/children participating in a sporting event as a personal memento or as a record of competition
- Club Officials or agreed participants of the Club who wish to record a players participating in a sporting event as a memento or record of competition on behalf of the Club
- Approved Club photographer(s) who wishes to record a player participating in a sporting event to publish on the Club or associated Club websites or maintain as an archival record, or, with the subject's permission, to use for sporting promotional purposes on behalf of the Club
- Designated coaches or parents who wish to record child/children as a legitimate coaching aid. Players and their parents/carers must be made aware that this is component of the coaching program and care should be taken in the storage and distribution of such recordings.



Parents/Guardians

CIYMS Tennis Club encourages parents to use photographic equipment to capture their child or friends playing tennis, to support and encourage their experience. However, parents intending to photograph or video at an event should confirm with coach/ club official that this is appropriate and they should be aware of this policy

If any parent or guardian has concerns about inappropriate photography, this should be reported immediately to the coach, club official or a club Designated Child Safety Officer (DCSO), who will follow child protection procedures.

Children and Young People

It is okay for a photographer to take photos when you are on court, as long as your parent or guardian has told the photographer it is alright.

If you see someone taking photos or filming that makes you feel worried, tell your coach, parent or guardian, club official or a club DCSO straight away.

Professional filming and photographing

Professional photographers/filming/video operators wishing to record Club events should seek accreditation from the Club by producing a letter from their club/company/organisation outlining the motive and reasons for attending the event and recording it.

Professional photographers/filming/video operators who are invited, requested or employed to record Club events should be from accredited companies or business

Concerns

If a coach, club official or DCSO has serious concerns about a possible child protection issue relating to the recording of images then call the police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.

Guidelines for recording images

The club will gain parental consent before any photography and exclude any children from group photos who do not wish to be photographed. This is undertaken on an annual basis via the membership form.

All children featured in photographs or recordings must be:

- Appropriately dressed with clothing covering their torso from their neck to thighs, e.g.

a t-shirt and shorts or skirt



- Focused on people engaging in tennis rather than the individual
- Where possible recorded in groups with other children or adults
- Representative of diversity across tennis, with regard to age, gender, ethnicity or disability.

No images should ever be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

Guidelines for publishing images

Parental consent will be asked for before to use an image of a young person - this ensures that parents/carers understand how the image of their child will be used to represent tennis and the Club. This is undertaken on an annual basis via the membership form.

If a photograph is used the young person's first name only (no surname) should be used or avoid naming them altogether.

Personal details such as email addresses, home addresses and telephone numbers must never be revealed on a website. It may also be appropriate to use e.g. digital 'watermarking' as this may deter others from misusing images.

NOTE: In some circumstances the identification and locating of children is inappropriate which include: (i) where a child has been removed from his/her family for their own safety; (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases; (iii) in situations where a child may be a witness in criminal proceedings; or (iv) other child protection concerns. In such cases the image should not be placed in the public domain.

This policy should be reviewed every two years

Date Agreed by Club Committee _____

Date for Review _____

Signature: Club Chair

Signature: Club Secretary