

Belper Meadows Tennis Club

PHOTOGRAPHY AND FILMING POLICY

The club strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out how use of images should be managed to keep children and adults at risk safe

This policy applies to all staff, coaches, volunteers and other adults associated with Belper Meadows Tennis Club.

We will seek to keep children and adults at risk safe by

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- if consent is withdrawn, taking reasonable steps to remove the photos of the child from public view.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's considered necessary – such as for elite /high profile child players
 - it's in the child's best interests
 - the child and parent have consented (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, their parents and carers 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 activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect children's involvement in the activity
- using business devices unless not practical / possible to do so. It is important that where personal devices are to be used, this is justifiable and not simply because that is the way it has always been done
- reasonable spot checks will take place on personal devices to monitor compliance
- expectations are clearly set around consent and the use of any personal devices among staff, volunteers and young players
- if the club becomes concerned that someone unknown to them is taking photos or filming without permission, they will ask them to leave and (depending on the nature of the concerns) follow safeguarding procedures

Photography and/or filming for wider use

If local journalists wish to operate an event and share the images professionally or in the wider world, the clubs will ensure they have given proper permission for this in advance.

The club will verify the detail of the photographer and seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

The club will inform children, parents/carers that an external photographer is present and ensure they are easily identifiable.

Related policies and procedures

This policy should be read alongside our club policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy
- Code of conduct for staff and volunteers
- Online safety and communication policy
- Anti-bullying policy

This policy is reviewed every two years (or earlier if there is a change in national legislation).

Secretary (Janet Brayley):

Date: 11 January 22

Welfare Officer (Stephanie Hardwick):

Date: 11 January 22