

Policy on photography and filming of children

Policy on photography and filming of children – why it matters.

The main concerns addressed by these guidelines relate to:

- ♣ The possible identification of children when a photograph is accompanied by personal information (this includes a tag with location information, visual details such as a school uniform).
- ♣ The inappropriate use, adaptation or copying of images for use on child pornography websites.
- ♣ The taking of inappropriate photographs or recorded images of children.
- ♣ The breach of court orders restricting photography of specific children.
- ♣ The photos or videos may appear in internet search results.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sport web sites and other publications 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. Secondly, photographs can be adapted for inappropriate use. There is evidence of adapted material finding its way onto child pornography sites.

Guidelines for recording images

- ♣ All children featured in recordings must be appropriately dressed, with outer clothing garments covering their torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/shirt and shorts).
- ♣ The photograph should ideally focus on the activity. Where possible, images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children).
- ♣ The organiser should ensure that images of a young person are not recorded and published where a court order prohibits this.
- ♣ Any inappropriate use of photography or of images should be reported to LTA Child Protection or the police.
- ♣ Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, tennis players and their parents/carers should be made aware that this forms part of the coaching programme, and recordings should be used, stored and destroyed with care.

Guidelines for publishing images

- ♣ If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- ♣ Ask the child or young person for permission to use their image. This ensures that they understand how their image will be used to represent the sport. Our club requires its photography and filming consent form to be completed annually on the membership

form.

- ♣ Ask for parental/carer permission to use an image of a child or young person. This ensures that parents/carers understand how the image of their child will be used to represent the sport. Our club requires its photography and filming consent form to be completed annually on the membership form.
- ♣ In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming can limit problems and provides an opportunity for any necessary editing. We do not stream any images.
- ♣ We consider carefully the selection of images for use in publicity materials and give close consideration to the images of children used on websites. Simple techniques such as digital 'watermarking' may deter others from misusing images.
- ♣ We try to take photographs that represent the broad range of youngsters participating safely in tennis. We think about the gender, ethnicity, ability and age of the children we photograph and try to capture the diversity of the children we work with.

Photography and film at tennis events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs and film footage of young and disabled sportspeople. We recognise that we have a duty of care to ensure that this risk is minimised. By following the guidelines below, we will be taking a significant step towards this goal.

If we are commissioning professional photographers or inviting the press to a tennis event, it is important to ensure they are clear about our expectations of them in relation to child protection.

- ♣ Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- ♣ Issue the photographer(s) with identification, which must be worn at all times.
- ♣ Inform participants and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs.
- ♣ Do not allow unsupervised access to players or one-to-one photo sessions.
- ♣ Clarify areas where all photography is prohibited (i.e., toilets, changing rooms, first aid areas).
- ♣ Do not approve/allow photo sessions outside the event or at a player's home.
- ♣ Ensure that photographers are able to identify any players who have not consented to being photographed.

Parents and spectators might also wish to take photographs or record their children participating at the event.

- ♣ If parents or other spectators are intending to photograph or video at an event, they should also be made aware of our expectations.
- ♣ Parents and spectators are required to register with the organiser of an event, if they wish to use photographic equipment.

A range of companies now provide photography services that make professional photographs available to parents and players. These companies should know about and meet specific standards agreed with the LTA. Our club would contact LTA Child Protection if we needed to know more about the use of photography at an event.

Concerns

- ♣ Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- ♣ Event organisers should approach and challenge any person taking photographs who

has not registered with them and if necessary, ask them to leave. Depending upon the nature of the concern our safeguarding procedures would be followed, and the issue reported to the Club Welfare Officer. The matter may need to be referred to the police, if the person involved continues to record images.

Getting consent

Our club requires its photography and filming consent form to be completed annually on the membership form.

Storing Images

Any photographs or videos of children taken by the club must be stored securely and in accordance with data protection law. Any hard copy images to be kept in a locked drawer and electronic images in a protected folder with restricted access. How does this work with photographs that are on display or on the web?

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

Good practice and support

By following the good practice outlined in this document, we will help ensure that tennis is a safe sport for children and young people. If anyone has any comments or questions about the issues raised in these guidelines, they should contact the Club Welfare Officer or LTA Child Protection for detailed advice.