



Wimborne Wagtails Swimming Club for the Disabled



PHOTOGRAPHY POLICY

Every Club member is required to read and sign the Club's Consent Form to give permission for the use of their images being used in Wimborne Wagtail's promotional material. In addition, every parent/carer of a child or vulnerable adult is required to sign the Club's Child/Vulnerable Adult Photography Parental Consent Form which allows parents to indicate consent or refusal of consent for the use of photographs by the Club.

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming). The terms "child" or "children" include anyone under the age of 18 years and vulnerable adults.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

Aims

First, as in all matters concerned with the safeguarding of children and vulnerable adults, Wagtails as a club need to establish and develop good practice.

Second, the club aims to avoid these potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.

Recommended best practice

The publishing of a photograph of swimmer under 18 or vulnerable adult either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("Publication") should only be done with parents' consent and in line with Club's guidelines.

A parent or guardian has a right to refuse to have their child/vulnerable adult photographed. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing. The Club has a Child Photography Parental Consent Form which allows parents to indicate consent or refusal of consent and this is available on our website and from the Club's Safeguarding Officer. Every parent/carer of a child or vulnerable adult will be required to sign this and declare their wishes.

Wagtails guidelines on photos for publication

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.

The club does not wish to stop parents photographing their children if they wish at their "moments of glory" but Wagtails has to ensure they do all they can to safeguard children's well-being in the current climate of concern.

Wagtails photographer

Currently the Club does not have an official photographer.

The aim of each official photographer should be to help celebrate and promote swimming. When taking an image they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals if possible.
- Ensure all those featured are appropriately dressed.
- Ensure all photographs are stored appropriately in line with data protection.

Policy on videoing children during Club sessions

Assuming a video is taken then the written consent is required from the parents of the children with an invitation to the parents to attend the videoing and subsequently view the video. Any concern, and the videoing should cease and the video not used. After videoing, unless it can be justified as to why the video is to be kept the video should be destroyed once it has served its purpose. Additionally, the videoer should be extremely careful in the content of the video.

Storage of photographic images

Photographs taken by the Wagtails photographer will be removed from photographic device storage and uploaded to the clubs secure cloud storage file. This file is password protected. All photographs stored will be for club promotional use and consent will have been given to take the photograph, use the photograph (on website for example) and to store the photograph.

Every year club Trustees will overview photographs being stored and delete all obsolete images (ex-members of the club, unwanted images) and check consent forms are up to date.

No personal data will be stored with the images at anytime.

Mobile phones

Mobile phones should be registered as a camera if it has that facility in line with our policy on cameras. All clubs need to make its members aware that while the Club does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a "noticeable sound" that it is audible if a phone camera is used. In the meantime clubs should remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

Policy for the naming of children/vulnerable adults on the Wagtails website

It is recommended that individualised photographs should not be kept on a Club's website and certainly not with identifying names as this could lead to a child being approached and placed in a vulnerable position. The same applies to a Club's printed materials. Where the child's parent or carer provides specific written consent to the club publishing photographs then photographs can then be used but the child's full name will never be used. Wagtails has a Child Photography Parental Consent Form which allows parents to indicate consent or refusal of consent and this is available on our website and from the Club's Safeguarding Officer. Every parent/carers of a child or vulnerable adult will be required to sign this and declare their wishes. This consent may be withdrawn at any time and Wagtails will take all reasonable steps to respect the wishes of the parent/carers.

Policy on taking and using photos

- No photographers will have unsupervised access to children/vulnerable adults.
- No photography sessions will take place outside the event or at a child's home.
- Children/vulnerable adult should always be consulted about the use of their photograph.

- Anyone taking photographs should seek permission from a Trustee and have read the relevant policies.
- All photographs that are to be used for Wagtail's promotional activities must be approved (following Club guidelines) first by at least 2 Trustees or by the Club's Safeguarding officer.
- The Club can use photographs that did not originate from the Club photographer's camera provided that the device has been previously registered using the Club's Single Use Registration Form.
- Trustees and committee members using their devices must register these on the Club's Long Term Registration Form.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks SD cards and mobile phones.
- Images or video recordings will be kept securely. Electronic images should be in a protected folder with restricted access. The Club has its own secure One Drive cloud storage where images and videos are kept safely.
- Anyone taking photographs for the Club's use will be required to send them to the Club's email address admin@wimbornewagtails.org.uk. They will then need to delete the images as per the Registration Form.
- Photographs may be used on the Club's website, if they were taken before this policy was updated in September 2016, when a different policy was in place.

Policy on the use of photographs not owned by Wagtails

Many photographs or videos that include members of the Club will be taken by people on their cameras and phones. They may then choose to post them online eg on the Wagtails Facebook site. The Club has no control over the use of these photos but does request that members follow the Club's guidelines ie not using full names, only using photos from members that have given consent, ensuring that the photo observes accepted standards of decency etc.

Policy at QE Leisure Centre

Wagtails must follow the rules set down in the Christchurch Borough Council's photographic policy when at the Leisure Centre. This policy is available on the Club's website or from the Club's Safeguarding Officer. On a day to day basis QE staff would stop all photography and ask the photographers to delete the photos unless this is in a private session when the pool has been hired privately for a group or party.

Adapted from ASA "Photography and Photographing Swimmers Policy" and NSPCC "Photography and Sharing Images".

Policy implemented:

September 2016