

Photography & Filming Policy

The photography and filming of children and vulnerable adults: why it matters

The main concerns addressed by these guidelines relate to:

- The possible identification of children and vulnerable adults when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children and vulnerable adults.
- The breach of court orders restricting photography of specific children and vulnerable adults.

There have been concerns about the risks posed directly and indirectly to children and vulnerable adults 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 and vulnerable adults 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 and vulnerable adults/young people should be recorded in small groups (the group may comprise any combination of adults and children and vulnerable adults).
- You 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 Safeguarding 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 or vulnerable adults 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/adult's parent, guardian or carer for permission to use their image. This ensures that they understand how their image will be used to represent the sport. The **Photography & Filming Consent Form** is the best way of achieving this (see below).
- 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. It is recommended that you employ appropriate security on web servers, so that material can only be accessed, copied or downloaded by authorised people.
- Make sure that you give adequate thought to the selection of images for use in publicity materials. Give close consideration to the images of children and vulnerable adults used on websites. Simple techniques such as digital 'watermarking' may deter others from misusing images.
- Try to take photographs that represent the broad range of youngsters participating safely in tennis. Think about the gender, ethnicity, ability and age of the children and vulnerable adults you photograph and try to capture the diversity of the children and vulnerable adults you 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. You have a duty of care to ensure that this risk is minimised. By following the guidelines below, you will be taking a significant step towards this goal.

If you are commissioning professional photographers or inviting the press to a tennis event, it is important to ensure they are clear about your expectations of them in relation to Safeguarding and they must complete the **Photography Permission Form** (below).

- 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.
- 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 and vulnerable adults 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 your expectations.
- Parents and spectators should be required to register at an event, if they wish to use photographic equipment using the **Photography Permission Form** (below).

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. Contact LTA Safeguarding if you need to know more about the use of photography at your event.

In addition:

- 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 Safeguarding concern.
- Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.

Policy Last Updated: 1st November 2020



Photography & Filming Consent Form

I give permission for me/my child _____
 to be involved in any publicity (including photographs/TV footage) at Rainford Tennis
 Club.

Signed	Date	
Name (please print)		
Relationship to child		
Address		

Full details of parent/carer/guardian if additional or different from above:

Name (please print)		
Address		
Contact numbers	Mobile	
	Home	
	Work	
Email address		

Please return this form to our Club Safeguarding Officer.



Photography Permission Form

The following form should be completed by any members, visitors or external individuals or organisation wishing to use photography or videography equipment at the Club for the purpose of taking photographs or videos.

Name		
Organisation		
Address		
Contact numbers	Mobile	
	Work	
Email address		

Reason for taking photographs or videos. Please indicate name of any publications or platforms the images will be used for.	
Personal use	
Website	
Social Media	
Publication	
Other	

By completing and signing this form, I declare that I will only use the images taken for the reasons stated above and that I have the permission of the people I am taking photographs or videos of to do so.

Signed	Date	
Name (please print)		

Please return this form to our Club Safeguarding Officer.

www.RainfordTennisClub.co.uk