

Policy on the Use of Images of Children and Young People (under the age of 18)



The 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.
- 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.

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.

Weston Tennis Club has adopted the following 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 will ideally focus on the activity. Where possible, images of children/young people will be recorded in small groups (the group may comprise any combination of adults and children).
- Images of a young person will not be recorded and published where a court order prohibits this.
- Any inappropriate use of photography or of images should be reported to the Weston Tennis Club Child Protection Officer, the 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 aware that this may form part of the coaching programme, and recordings should be used, stored and destroyed with care.

Weston Tennis Club has adopted the following guidelines for publishing images:

- If a photograph is used, only the young person's first name (no surname) should be used, or use of their name should be avoided altogether altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- The child's, as well as their parent's or carer's, permission should be sought to use their image. This ensures that they understand how their image will be used to represent the sport. A **photography and filming consent form** is attached and we would be grateful if you could complete and return this to us.
- In order to guard against the possibility of a young person under a court order appearing on a website, we will not simultaneously stream images onto a website. Delayed streaming can limit problems, and provides an opportunity for any necessary editing. Appropriate security will be employed on web servers wherever possible, so that material can only be accessed, copied or downloaded by authorised people.
- We will always try to give adequate thought to the selection of images of children for use in publicity materials and on websites; for example, simple techniques such as digital 'watermarking' may be used to deter others from misusing images.
- We try to take photographs that represent the broad range of youngsters participating safely in tennis. We will try to 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 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. To do this, we will:

- 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.
- Not allow unsupervised access to players or one-to-one photo sessions.
- 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 you wish to do this, please:

- Bear in mind our expectations detailed in this policy.
- Notify a member of the committee, if they wish to use photographic equipment (ideally the Club Chairman, Bob Wilson, or the Child Protection Officer, Kate Williams).

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.

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, or the Child Protection Officer, and recorded in the same manner as any other child protection concern.
- Event organisers will approach and challenge any person taking photographs who has not notified a committee member of what they are doing. The matter may need to be referred to the police, if the person involved continues to record images.

Good practice and support

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

Photography and Filming Consent Form



I give permission for me/my child

to be involved in any publicity (including photographs/TV footage) surrounding the Club's events and publication. I understand that the Club may use images of children for, among other things:

- Photographs to be displayed in the Club House.
- Publicity in newspapers, posters and leaflets to promote the Club.
- The Club's website (www.westontennisclub.co.uk).

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 either Bob Wilson ([address]) or Kate Williams (16 Walkers Drive, W-S-M, BS24 7HL)

Weston Tennis Club Child Protection Officer

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 T: 01934 524758
 M: 07974 352646
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www.westontennisclub.co.uk

LTA Child Protection

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