



## **Photography and Video Camera Policy Statement**

### **The Purpose & Scope of this Policy**

Bristol and West AC is committed to providing a safe environment for children/young people under the age of 18 and vulnerable adults to participate in athletics. Bristol & West AC wishes to ensure that all photography and video footage is taken, used and disseminated appropriately.

The purpose of this policy statement is to:

- protect children/ young people and vulnerable adults who take part in Bristol & West AC events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children/ young people and vulnerable adults during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children/ young people and vulnerable adults

This policy statement applies to all coaches, volunteers, members and other adults associated with Bristol & West AC.

### **We believe that:**

- we have a responsibility to promote the welfare of all children/ young people and vulnerable adults and to take, share and use images of children safely
- that parents and carers should not be prevented from taking pictures of or filming their children as these are normal family practices and help mark milestones in a child's life
- the introduction of proportionate controls on the use of photographic equipment (cameras, and videos, including mobile phones) is part of general safeguarding good practice in any club

### **We recognise that:**

- the welfare of the children/ young people and vulnerable adults taking part in our activities is paramount
- children/ young people, vulnerable adults and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children/ young people and vulnerable adults is only meaningful when they and their parents/carers understand the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online

**We will seek to keep children, young people and vulnerable adults safe by:**

- always asking for written consent from a child or vulnerable adult and their parents or carers before taking and using their image
- not publishing the names of children or vulnerable adults with their image in our public material whenever possible
- never publishing personal information about individual children or vulnerable adults
- making sure children, vulnerable adults, their parents and carers understand how images of children and vulnerable adults 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
- using images that positively reflect young people and vulnerable adult's involvement in the activity

We will also develop a procedure for reporting the abuse or misuse of images of children and vulnerable adults as part of our safeguarding procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children and vulnerable adults safe.

### **Photography and/or filming for personal use**

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will display guidance about image sharing and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers ,children and vulnerable adults that they need to give consent for Bristol & West AC to take and use images of children and vulnerable young people
- asking people to gain permission from children and vulnerable adults and their parents/carers before sharing photographs and videos on social media that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding all participants and spectators who they can talk to if they have any concerns about images being shared

### **Photography and/or filming for Bristol & West AC use**

We recognise that our coaches may use photography and filming as an aid in training. However, children/young people, vulnerable adults and their parents/carers must be made aware that this is part of the programme and give written consent. After the images/ videos are no longer required for their stated purpose they should be deleted/ destroyed. If they are to be kept then this should be in line with our policy for storing images.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times

- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by Bristol & West AC) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given
- a recent DBS check if they hold one

Bristol & West AC will verify these details and decide whether to grant permission for photographs/films to be taken. We will 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.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If Bristol & West AC is concerned that someone unknown to us is using the sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

### **Storing images**

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked container and electronic images in a protected folder with restricted access. Images will be stored in perpetuity in line with the club's Data Protection & Privacy Policy. Where appropriate we will delete the image stored after it has been used for its intended purpose.

When requested by a parent/ carer images will be immediately destroyed or deleted.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

### **Athletes and parents must be aware that:**

- adults partaking in Bristol and West AC events or who join as a member, give consent to photographs being used in publicity, marketing or other documents to represent the club, unless specifically stated otherwise

- a consent form will be provided to the parents/carers of all athletes under the age of 18 to seek permission for the taking and use of the child/young person's image
- any concerns which are raised with the Safeguarding & Welfare Officer will be investigated in accordance with the Club's Safeguarding Policy.

### **Related policies and procedures**

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

- Safeguarding Policy.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for athletes, parents and coaches.
- Data Protection Policy

These policies can be found in the **Club Documents** section of the website under **About Us**.

### **Safeguarding & Welfare Officers**

Simon Jones (Lead officer)      Vickie Lambourne

Email: [safeguarding@bristolandwestac.org](mailto:safeguarding@bristolandwestac.org)

*We are committed to reviewing our policy and good practice annually. This policy was last reviewed on 18th August 2023 by Simon Jones.*

Signed: ***Simon Jones***

***Vickie Lambourne***