Sydenham Tennis & Squash Club
Photography and Filming Policy

Purpose and Scope

Sydenham Tennis & Squash Club (the Club) strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable experience.

The purpose of this policy is to:

- Protect children who take part in the Club's activities and events, 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 during our events and activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing photographs/videos of children

This policy applies to all staff, coaches, volunteers and other adults associated with the Club.

We recognise that

- sharing photographs/videos of our activities can help us celebrate the successes and achievements of our children, provide a record of our activities and raise awareness of our Club
- the welfare of the children taking part in our activities is paramount
- children, their parents/carers have a right to decide whether their photograph/video is taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take photographs/videos of children is only meaningful when children, their parents/carers understand how the photographs/videos will be used and stored, and are fully aware of the potential risks associated the use and distribution
- there are potential risks associated with sharing photographs/videos of children online

Risks of sharing photographs/videos online

Sharing photographs/videos of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph/video is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/club uniform
- inappropriate photographs/videos of children may be shared online
- photographs/videos may be copied, downloaded, screenshotted or shared by anyone
- photographs/videos of children may be adapted and used inappropriately
- photos/videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the photograph/video may be owned by the platform once it's been posted. Platforms may then license photographs/videos for use by third parties – such as for commercial purposes
- each photo/video, and any comments on them, become a part of a child's public image.

We will seek to keep children safe by

- always asking for written consent from a child and their parents or carers before taking and using a child's photograph/video
- always explaining what photographs/videos will be used for, how they will be stored and what potential risks are associated with sharing photographs/videos of children
- if consent is withdrawn, take reasonable steps to remove the photographs/videos of the child from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy
- only using first names of children, unless:
    - it's considered necessary – such as for elite/high profile child players
    - it's in the child's best interests
    - the child and parent have consented (and been informed how, where, in what context a photograph/video might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publish personal information about children
- making sure children, their parents/carers understand how photographs/videos will be securely stored and for how long (including how we will control access to the photographs/videos and their associated information)

- reducing the risk of photographs/videos being copied and used inappropriately by:
    - only using photographs/videos of children in appropriate clothing
    - avoid using photographs/videos and camera angles that may be prone to misinterpretation or misuse
- using photographs/videos that positively reflect children's involvement in the activity
- using business devices unless not practical/possible to do so. It is important that where personal devices are used, this is justifiable and not simply because that is the way it has always been done
- undertake reasonable spot checks on personal devices to monitor compliance
- setting expectations around consent and the use of any personal devices among staff, volunteers and young players
- if children and parents/carers do not consent to photographs/videos being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer/videographer knows not to take pictures of them. We will not exclude a child from an activity because we do not have consent to photograph/video them

Photography and/or filming for personal use

When children, parents/carers or spectators are taking photographs/videos for personal use:

- photographs/videos captured by the parent or carer (or another adult with the express permission of the parent or carer) of the child is permitted
- we will recommend that people check the privacy settings of their social media account to understand who else will be able to view any photographs/videos they share
- we will remind children, parents/carers who they can talk to if they have any concerns about photographs/videos being shared

For any event that we run, no photography/videography will be allowed that includes any child other than the child/ren of the parent or carer.

If a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18 years old) and will notify the Club Manager of their attendance in advance.

Using official or professional photographers

If the Club engages a photographer/videographer for an event, we will:

- follow a safe recruitment process
- provide the photographer/videographer with a clear brief about appropriate content and behaviour
- ensure the photographer/videographer wears identification at all times
- inform children and parents/carers that a photographer/videographer will be at the event and ensure they give written consent to any close-up photographs/videos of their child*
- inform the photographer/videographer about how to identify – and avoid taking photographs/videos of children without the required parental consent
- clarify areas where all photography/filming is prohibited (i.e. toilets, changing areas, first aid areas)
- not allow the photographer/videographer to have unsupervised access to children
- not allow the photographer/videographer to carry out sessions outside the event or at a child's home
- report any concerns regarding inappropriate or intrusive photography/filming

*At some events, wide-angle and general photographs/videos of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such photographs/videos. In these circumstances, the Club will make clear to all participants and parents that these kinds of photographs/videos will be taken, and for what purposes.

Photography and/or filming for wider use

If people such as local journalists or professional photographers wish to operate an event and share photographs/videos, the Club will ensure they have been given proper permission in advance and that they have provided us with the following information:

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

The Club will verify these details and decide whether to grant permission for the photographs/videos to be taken. The Club will also ensure the children who are the intended subjects of the photographs/videos and their parents have given consent and inform the photographer of anyone who does not give consent.

The Club will inform children, parents/carers that an external photographer is present and ensure they are easily identifiable.

Concerns

If the Club becomes concerned that someone unknown to them is taking photography or filming without permission, they will ask them to leave and (depending on the nature of the concerns) follow the Club's safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the Club Welfare Officer and LTA/England Squash Safeguarding Team. It may also be necessary to report this to the police.

Related policies and procedures

This policy should be read alongside the Club policies and procedures, including:

- Safeguarding policy
- Equity, Diversity and Inclusion policy
- Codes of conduct for staff and volunteers
- Staff Handbook
- Any other relevant policies issued

Useful contacts

NSPCC Helpline 0808 800 5000
Childline 0800 1111 / www.childline.org.uk
Kidscape www.kidscape.org.uk

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chair: Gillian Bartlett

Welfare Officer: Dez Lewington

Sydenham Tennis & Squash Club is the trading name of Sydenham Lawn Tennis & Croquet Club Ltd.