

Mitcham Marlins Photography Guidance

Care must always be taken when posting photos of children to ensure that we are taking all necessary steps to protect children and young people from inappropriate use of their image. With this in mind any photos published by the club should only be done in accordance with the club guidance set out in this document.

Along with this guidance the club's safeguarding policy must be read before anyone within the club is allowed to take or post any images on behalf of the club.

Risks

- Any image, once posted, may be used inappropriately or out of context.
- Sports activities are sometimes deliberately targeted by individuals who set out to take inappropriate photos in ways that are potentially illegal and harmful, such as:
 - images of children changing
 - photos taken in the toilets
 - using a camera at ground level to photograph up girls' skirts
- Images taken can easily be copied and/or edited, potentially to create child-abuse images
- images shared privately online via the club's website or social media can be re-shared, possibly entering the public domain

Minimising risks

Images should never be attached to any form of personal or identifying information (eg full name, address). Posting any such details would in the first instance be a breach of data protection rules. It could also make the child identifiable to individuals looking to locate, contact or 'groom' children for abuse. Even the name of the club can be used to identify the child.

- Parental consent must be sought for any photography of children
- Images must only be taken and used in line with the permissions granted
- Only use images with participants in suitable dress or kit and never of participants in swimming costumes only
- Swimming presents a higher risk for potential misuse so any images taken should:
 - Focus on the activity, rather than a particular child
 - Only show children in the water or from the waist up
 - Avoid images that may be more prone to interpretation or misuse
- Any images used by Coaches for training purposes must only be of children who's parents have given consent for images to be used for that specific purpose
- Any images taken must only be stored on the club's dropbox account in the club photography folder

- Personal devices must, under no circumstances, be used to take or store images
- The photography rules for training venues should be observed by spectators and parents all times, these rules are:
 - No electronic devices can be used on poolside
 - No photography is allowed at any time, either of the pool area or the changing area, toilets or showers
- At some events organisers may take wide angle, general images of the event and in these circumstances it is not practical or reasonable to ensure consent for every child; in these circumstances it must be made clear to all participants and parents that such images are being taken
- Any concerns regarding inappropriate photography should be reported to a club officer and the club welfare officer should be informed
- All concerns should be dealt with in accordance with the club's safeguarding procedures

If a professional photographer is to be used at any club event, the following guidance must be followed:

- Inform parents and children that a photographer will be present
- Confirm the photographer's identity and references before hiring them
- Issue them with identification that must be worn at all times
- Provide them with a clearly defined brief, regarding the image content and behaviour considered appropriate
- Ensure they are not allowed any unsupervised contact with children
- Clarify issues regarding ownership of and access to all images and how long they are retained
- An identification system for consent should be set up and made clear to the photographer and all club staff/volunteers
- Any concerns should be reported to the event organiser, club welfare officer and the photographer's employer
- If the concerns relate to potential criminal activity the police should be informed in addition to the above