



PHOTOGRAPHIC & VIDEO EQUIPMENT POLICY

Photography & Video The aim of these guidelines is not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements.

They aim to:

- o Ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm
- o The possible identification of a child when an image is accompanied by personal information, which can make a child vulnerable to an individual who may wish to contact and start to 'groom' that child for abuse
- o Identification and locating of children where there are safeguarding concerns, which would increase their vulnerability due to:
 - Their removal from their family for their own safety
 - Restrictions on their contact with one parent following a parental separation
 - Being a witness in criminal proceedings.

Some sports take place in areas where organisers have little or no control over the environment such as open water or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Key Principles:

- Scottish Swimming will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Swimming has no power to prevent individuals photographing or filming in public places
- Scottish Swimming reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated
- Scottish Swimming has produced a Photographic & Video Equipment Policy

Publishing Images

Rules to remember:

- o Ask for parental/athlete permission to take/use their image. This ensures that they are aware of the way the image will be used. A photography/video consent form is one way to do this
- o Images will not be shared with external agencies unless express permission is obtained from the child and parent
- o If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and out with the sport
- o Never include other detailed information about an individual
- o Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence, and consideration given to whether publication or use of the pictures/film would place the child at risk.

DIGITAL TECHNOLOGIES

Athletes modesty is to be protected at all times:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting

context

- Action shots should not be taken or retained where the photograph reveals a torn or displaced

swimming costume

- Poolside shots (non-action shots) of children should normally be above the waist only and with t-shirt

being worn (Male and Female), though full club kit shots are approved

- Athletes should only be photographed in swimwear during action shots

o Scottish Swimming will do everything reasonable in the individual circumstances to give effect to the wishes

of parents and children. All actions by Scottish Swimming will be based on the best interests of the child

o No unsupervised access or 1:1 sessions will be allowed unless this has been explicitly agreed with the child and parent

o No photography or filming will be permitted in changing areas, toilets or showers

o All images and accompanying information will comply with Scottish Swimming policies, where this is within the control of Scottish Swimming.

Use of Photographic equipment at Aquatics events

Scottish Swimming does not want to prevent parents, carers or spectators being able to take legitimate photographs or

video footage of competitors.

However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video

footage of children/young people.

All Clubs should be vigilant about this possibility and implement appropriate procedures:

- o Notification prior to event to clubs/parents/athletes of potential photography/filming during aquatic event

- o Registration of intention to photograph will be required on the day. This enables tracking of the equipment

and operator should concerns arise in the future

- o Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a

badge or sticker will be issued, after production of the letter/email of approval and identification

- o Information about what to do if concerned about photographing and filming will be available at all events

Concerns:

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing

should be reported to the person in charge on the day. The circumstances should be reported to the person in charge

on the day or Wellbeing & Protection Officer.

Where appropriate the person in charge / Wellbeing & Protection Officer should report concerns to the police.

DIGITAL TECHNOLOGIES

Safeguarding Guidance Document

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Elite Athletes:

As young athletes progress higher up the competitive pathway within their sport, elite level events are increasingly likely

to take place in a public arena. Elite young athletes who have a public profile as a result of their achievements are

entitled to the same protection as all other children. In these cases, common sense is required when implementing these

guidelines, for example avoiding the inclusion of names and some other personal details alongside photographs may

not be practical or desirable. All decisions should reflect the best interests of the child.

Scottish Swimming provides information, guidance and support to help athletes manage the media.

Mobile Phone, Cameras & Video

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly

record and transmit images through mobile phones.

There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as

YouTube. The use of mobile phones in this way can be very difficult to monitor.

Clubs should follow the guidelines within this section as well as adopt and follow the Acceptable Use of Mobile Phone

Policy. Particular care is required in areas where personal privacy is important e.g. changing rooms, showers,

bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in

line with Scottish Swimming Complaints Policy and/or Disciplinary Procedure. This may include the concerns being reported to the police.