

 	Nunawading Swimming Club	People & Culture
Photography and Filming Consent Policy		

Photography and Filming Consent Policy 2025

1. Purpose

This policy also reflects relevant legislation including the Privacy Act 1988 (Cth), Crimes Act 1958 (Vic), Child Wellbeing and Safety Act 2005 (Vic), and Working with Children Act 2005 (Vic), and is aligned with Swimming Australia's Safeguarding Children and Young People Policy.

This policy outlines the principles and procedures governing photography and videography within the Nunawading Swimming Club (NSC) Squad Program. It ensures that all images or videos taken of squad members are captured and used safely, respectfully, and lawfully, while supporting the Club's promotional and performance-based objectives.

The policy aims to:

- Protect the privacy and welfare of our athletes.
- Define clear consent requirements for photography and videography.
- Ensure all practices comply with Swimming Australia's Safeguarding Children and Young People Policy and relevant legislation.

2. Scope

This policy applies to all NSC squad swimmers, parents/guardians, staff, contractors, media professionals, volunteers, spectators, and affiliated organisations. It applies at all NSC venues, competitions, training sessions, events, and associated activities, including interstate and overseas meets.

3. Consent and Privacy

- NSC requires **annual written consent** from parents/guardians (or from the athlete directly if over 18) for photography and filming.
- Consent covers:
 - Use of images for promotional material, social media, and website content.
 - Use of video footage for training analysis and performance review.
- Consent forms are issued at the time of registration or re-enrolment each season.
- Athletes under court orders or requiring additional privacy will be noted and safeguarded accordingly.

4. Permitted Photography and Filming

Photography/filming is permitted:

- During training for **coaching and performance purposes**.
- At competitions, in line with event organiser or venue-specific rules.
- At club events and award presentations with appropriate consent.

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All NSC staff or contractors taking photographs must:

- Hold a valid **Working with Children Check (WWCC)**.
- Be clearly identifiable and approved by NSC.
- Ensure content is respectful and depicts swimmers in an appropriate and safe manner.

5. Prohibited Practices

The following are **strictly prohibited**:

- Use of cameras or phones in change rooms, showers, or toilets.
- Live streaming (e.g. Facebook Live, Instagram Live) without express written consent from all persons being filmed.
- Taking photos or videos of any swimmer without consent, especially if intended for distribution.
- Sharing of images/videos to third parties without Club approval.

5. Photography and Filming during training sessions

The filming or photographing of any swimmers during NSC training sessions is **strictly prohibited**. This includes the filming of your own child as it is not possible to guarantee other athletes are not included within the images.

6. Display and Storage of Images

Images from general training or competition may be displayed for no more than one month unless otherwise approved. Special event images may be displayed for up to one year.

- Images used for promotional purposes will not identify swimmers by full name unless explicit permission has been given.
- No personal information (e.g., address, school, contact details) will be shared with images.
- All digital media will be stored securely on password-protected systems and deleted when no longer required.
- Access to stored images is restricted to authorised staff.

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7. External Photographers and Media

Professional or student photographers must request approval in writing, outlining the purpose of image capture. Upon approval, they must register on the day and comply with this policy. NSC may issue contracts specifying image ownership and distribution rights.

- Any external party wishing to film or photograph NSC swimmers must apply for written approval from the CEO.
- Media outlets must outline intended use and may be subject to conditions or supervision.
- Where appropriate, NSC may issue media accreditation for major meets or events.

8. Breaches and Complaints

Where unauthorised photography or filming is observed, staff may request the person to cease activity and provide identification. If non-compliance continues, the matter will be escalated to the CEO and, if necessary, reported to the police.

Swimmers protected by court orders or who require anonymity due to legal, or safety concerns will not be photographed under any circumstances.

Breaches of this policy may result in:

- Verbal or written warnings
- Removal from the venue
- Suspension or cancellation of club membership
- Reporting to relevant authorities (e.g., police, Swimming Victoria)

Concerns or complaints should be reported to the NSC **Child Safety Officer** or the **CEO**. All reports will be handled confidentially and in accordance with NSC's Member Protection Policy.

9. Review

This policy will be reviewed every 3 years or earlier if required by changes in legislation or governing body policies.

10. Document History

Version No	Description	Board Endorsed Date	Review Date	Author
1.0	Initial version.	N/A	24/06/2025	Jessica O'Halloran - OH&S Specialist