

Team Bath AS Photographer Role Policies and Procedures

Wavepower helps clubs to ensure that they are taking all necessary steps to protect children and young people from the inappropriate use of their images in resources and media publications on the internet and elsewhere.

The full **Photography of Members** Guidance can be found in section 3 of Wavepower.

Team Bath AS may wish to use an Official photographer either in a volunteering or professional capacity and this document will provide information on the requirements of both the club and the photographer with the focus on the volunteering role.

The club will carry out appropriate checks to establish that the photographer is screened for their suitability (just as we would check any other Member of staff or volunteer working with children) and provide training and information on the club's child safeguarding policies and procedures.

The name of the volunteer Club photographer will be shown on the club website and they will have Swim England Club Support membership and sign a Code of Code for Volunteers.

This document does not cover the photography by parents and spectators at events or guidance on filming children during training sessions.

Image ownership

A photographer would normally inherit the ownership of any images as the creator. This is often contrary to the common belief of parents, club members and the committee.

However, the ownership of all the images must be retained by the club and the photographer will have signed over the right of ownership of all the images before taking on the role.

Equipment ownership

Wavepower states "Avoid using any personal equipment to take photos and recordings of children – use only cameras or devices belonging to your Organisation." While this is good practice as it supports the argument of the club retaining rights to the images, any images taken with club equipment can be described as "commissioned" work, and it isn't always practical.

As a club, Team Bath AS don't have the specialised equipment for taking high speed photographs in low light and harsh environments like a swimming pool.

The Wavepower statement also supports the argument of securing sensitive images. For example, the cameras and memory cards can be taken by the club immediately after an event. However, there are technical obstacles to using club equipment and these considerations are shown below:

- Photographers often work by “knowing” the camera. Settings are changed according to conditions in a split second by muscle memory. This means that often the photographer needs to use equipment they are familiar with.
- Many cameras now have multiple memory card slots. Many also support copying photos directly from the camera to a 3rd party device using Wi-Fi or Bluetooth.
- Cards will often fill up. This means that the cards taken from devices would not necessarily be accounted for or kept with the camera being used to shoot.
- In environments like swimming pools, light is often poor. When shooting at high speed (1/2000) images, photographers will often have to shoot in RAW Format (can be thought of as an undeveloped film image). Photographers will use this to catch the moment in as much detail as possible, but it isn't useable until it's been processed using a tool like Adobe Lightroom to correct the exposure or noise later. Ultimately this means the photos are useless until the photographer has processed them on a computer after the event.

Having the club provide memory cards often doesn't work due to post processing work that needs to take place

For these reasons it is impractical for Team Bath AS to own and manage the equipment. Instead Team Bath AS will ensure a “chain of custody” of the images and ensure that sensitive images are secured and so that who has possession of the images can be determined quickly and reliably.

“Chain of custody” for images

This will ensure that the club knows who has the images at any time and for what purpose. All images must be store for the minimum amount of time and security of those images is paramount. We have tried to control the release / possession of images from the camera to a validated final set of approved images.

Processes and timelines should be defined in advance and agreed by all parties.

Table to show the Responsibilities of the Photographer and the Club including 'Chain of Custody for Images'

An event could be club training, the club attending a competition, a club social event or a club organised event such as clinics or camps that may include Swim England members of other clubs.

Club Photographer Responsibilities	The Club's Responsibilities
Before the event	
• Ensure only formatted memory cards should be poolside. This ensure avoidance of image contamination from previous events. • Any kind of remote connectivity from the camera or attached devices should be disabled before going poolside. • Images should be recorded only to cards and devices directly attached to the camera itself. This might be an external hard disk, or possible even a laptop (via cable) to allow for immediate review. This helps ensure that images remain secure. • If photographs are taken within the Team Bath STV facility the photographer must register and complete the appropriate form with ID at the main reception. All cameras and other photographic equipment must be registered at the Sports Training Village main reception to meet our Child Protection Policy.	• Inform parents/guardians and children that a photographer will be in attendance. • Ensure parents/guardians and children have consented to both the taking and publication of films or photos. • Inform the photographer about how to identify – and avoid taking images of – children without the required parental consent for photography. • Provide the photographer with a clear brief about what photos are required. These instructions will usually be given by the Communication Manager, Team Manager or Coach having a supervisory role. • If at the STV inform the facilities team in advance that a photographer will be present so that they can inform other members that may be using the same facilities. This should be actioned by the Communications Manager. • If attending a competition organised by Team Bath AS then our Meet Promoter should be informed and also the other teams attending. • If attending a competition organised by another organisation the Meet promoter should be advised in advance to determine whether they will accept our club photographer taking photos of our club members. • Issue the photographer with identification, which must be worn at all times. • In some case it may be advisable to draw up a 'shot' lists and inform the photographer where they will be located when taking the photographs.

During the event

obstacle, and unexpected trip hazard and the session must be risk assessed,	
• A parent or guardian has the right to refuse to have their child photographed. A child also has the right to refuse to be photographed.	
After the Event	
• Assuming images need to be developed (RAW format), then the images should be transported directly to the photographer's equipment and the photos moved to a secure storage location, and the memory cards formatted as soon as possible. • The secure storage should be a password protected folder, ideally with a level of encryption at the filesystem. • When the images have been processed, they should be stored on an encrypted USB disk. The photographer has recommended using "whole disk encryption" and "compatibility mode" to ensure the disk can be read at the other end. • A backup will be kept for a retention period (as agreed with the club beforehand). • After the retention period the images should be deleted, and confirmation given to the club that this has been done.	• Be given the password to access the protected folder and select appropriate images. • The club must perform a final of check images after processing for individuals that do not consent, and or any inappropriate images before use. • Provide the photographer with clear retention period. • The Communications Manager will be responsible for the use of images. • As described in Wavepower all photographs for publication must observed generally expected standards of decency. • Hard copies of images should be stored in a locked drawer. • Electronic images must be in a protected folder with restricted access.
If storing and using photography to identify children and adults for official purposes- such as identity cards Team Bath AS and the photographer and club need to comply with the legal requirements for handling information	

NB: Communication and understanding are key before taking any photos. Talk to officials, promoters and club members beforehand and explain where you will be taking photos from, and a rough idea of framing.

Areas where Photography is prohibited

- Changing room area- see 'Safeguarding in Changing Rooms' Wavepower Section 3
- Toilets
- First Aid areas
- Any unsupervised access to children or one-to-one photo sessions
- No photo sessions away from the event or training, e.g. at a child home.

Further questions or concerns

If you have any questions or concerns, please contact the Communications Manager at communications@teambathas.co.uk.

If you any welfare concerns, please email the Welfare Officer at welfare@teambathas.co.uk.