



Procedure No. REN/P/004

Issue No. 02

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The Purpose

The purpose of this policy is not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. The aim of this policy is to ensure that swimmers 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. A further aim is to ensure that all Swimmers, Members, Coaches, Team Managers, Volunteers and Parents are aware of the Photographing, Videoing and Filming Policy within REN 96 Swim Team.

The Scope

The Photographing, Videoing and Filming Policy applies to all Swimmers, Members, Coaches, Team Managers, Volunteers and Parents within REN 96 Swim Team.

Photographs, Video and Filming

REN 96 Swim Team 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, the Club has no power to prevent individuals photographing or filming in public places.

REN 96 Swim Team 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.

1. Notification

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in swimming. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes eg website or publication.
- Materials promoting events will state, where possible, photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable, for example, a badge or sticker will be issued, after production of the letter of approval and identification.
- Information about what to do if concerned about photographing and filming will be available at all events.
- 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.

2. Permission

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- Where appropriate, children will be asked their views. Where a child is able to provide an informed view, this will be taken into consideration by the Head Coach.
- REN 96 Swim Team will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by the Club will be based on the best interests of the child.



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3. Use of Images and Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with the Safe in Care Guidelines, where this is within the control of the Club.
- REN 96 Swim Team will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.

4. 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. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or the Club Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

Internet

1. Permission

- Written consent must be obtained from the child's parent before publishing any information about a child. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children eg child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- 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. All decisions should reflect the best interests of the child.

2. Use of Images and Information

- Information published on the websites must never include personal information that could identify a child eg home address, e-mail address, telephone number of a child. All contact must be directed to the Club. Credit for achievements by a child should be restricted to first names eg Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

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- Information about specific events or meetings eg coaching sessions must not be distributed to any individuals other than to those directly concerned.

3. Concerns

- Any concerns or enquiries about publications or the internet should be reported to the Club Child Protection Officer.

Mobile Phones

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with children. Staff and volunteers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

1. Texting

Staff/volunteers must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the child's behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

The following good practice is also required:

- the mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.
- staff/volunteers must never engage in personal or sensitive communications with children via text message.
- all concerns about the inappropriate use of text messaging will be dealt with in line with the Club Code of Conduct, Grievance Procedure and Child Protection Policy.

2. Cameras/ Videos

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 or video through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as well as cameras. Particular care is required in areas where personal privacy is important eg changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

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All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with the Club Code of Conduct, Grievance Procedure and Child Protection Policy. This may include the concerns being reported to the police.

Club Contact Details

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