



## PHOTOGRAPHY POLICY

### Introduction

It should be acknowledged that although most images taken are appropriate and in good faith, images can be misused, and children can be put at risk if common sense procedures are not observed.

This guidance aims to help the club avoid three often unintended and unforeseen potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being “groomed”.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
  - They have been removed from their family for their own safety.
  - There are restrictions on their contact with one parent/guardian following a parental separation.
  - They are a witness in criminal proceedings.

### Recommended best practice

The publishing of a photograph of a member under 18, either on a noticeboard or in a published article or video recording (including video streaming) of a competition (“publication”) should only be done with parental consent and in line with Swim England guidelines.

Swim England guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- 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 of children should be above the waist only in a swimming costume. Full length shots are permitted if the children are fully clothed.
- Photographs should not be taken from behind the starting blocks or that show children climbing in and out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member’s place of residence or school attended. Swim England does not wish to stop parents/guardians photographing their child if they wish, but all organisations must ensure they do all they can to safeguard every child’s wellbeing, helping parents/ guardians understand why they should refrain from including other individual children in such shots.



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### Training Sessions

Filming during training sessions is not recommended unless there is a legitimate need or purpose for the filming. For example - wishing to film children to assist in their stroke technique.

If there is a legitimate need or purpose parents/guardians must be provided with full information such as when the filming is proposed, its purpose, who is filming, how the film will be used or published and an agreement on what will happen once the film has served its purpose. This allows parents/guardians to provide informed consent or otherwise. Written consent to the filming should be requested from the parents/ guardians. Invite parents/guardians to be present at the filming; if this is impractical allow them to view the film before publication.

The following procedures should be carefully followed:

- Parents and carers are asked to only take pictures of their own swimmer, as much as is possible, avoiding including other swimmers in their images, especially if those images are to be shared with friends or family on social media. It is acknowledged that parents/carers wish to celebrate the achievements of their own swimmer when taking part in swimming events, but it should be recognised and respected that other parents/carers may not want their swimmer's image to be taken and shared in this way.
- At swimming competitions, there will be specific photography guidelines to that particular event. Please ensure you are aware of the requirements of that events photography policy. If you have any child or vulnerable adult safeguarding concerns at the event, please contact the event organiser or an event official.
- The publishing of a photograph of a swimmer under the age of 18, for example on a noticeboard or the TSWPC website, should only be done with parent's consent and in line with the ASA guidelines which can be found at [www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs](http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs).
- A Refusal of Consent to Photography form will be given to the parent of every new member joining the club. The parent can then opt out of their swimmer being photographed by TSWPC by signing the consent form. Every parent has a right to refuse to have their swimmer photographed. If the parent does not sign this form it will be a confirmation of consent for TSWPC to take photographs of the swimmer and for the publication of photographs on the website or noticeboard.
- Parental consent may be withdrawn at any time. Please contact the Welfare Officer in writing to organise withdrawal of photography consent.

### Opting Out

Our photographs and videos are generally used for our Social Media pages, Website updates, Monthly Newsletters and Marketing. If you would prefer that your child/children were not included within this you can complete a photography declaration form from our Membership Secretary or Welfare Officer. As a new member you will be given the opt-out form when you enrol your child/children into the club.