



## ***Guidelines for the Use of Photographic & Video Images of Children/Young People under the age of 18***

### **Definition**

Photographic Images and Video Images include the use of cameras, digital cameras, video recorders, mobile phones and Personal Digital Assistant (PDA).

### **Introduction**

Plymouth Netball is committed to providing a safe environment for children / young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children / young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - ***this is X who is a member of Hometown Netball Club who likes Westlife and supports Manchester United***. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare in netball, there is evidence of adapted material from legitimate sources finding its way onto child pornography sites. Netball clubs, counties and regions therefore need to develop a policy in relation to the use of images of children / young people on their web sites and in other publications.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children. If your Club/County/Region are aware of the potential risks, and take appropriate steps, the risk can be reduced.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people
- The use of photographic filming equipment at netball events
- The use of video equipment as a coaching aid



## Key Principles

Plymouth Netball have adopted the following key principles:

- The interests and welfare of children taking part in netball are paramount
- Parents/carers and children have a right to decide whether their children's images are to be taken and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of netball; such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons; as agreed in the protocol for a particular event
- All images of children should be securely stored
- In the case of images being used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

## Publishing Images - Easy Rules to Remember:

- Ask for written permission from the player and parent/carer/s to take and use their image (see Appendix 2 – consent form). This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the player is named - avoid using their photograph.
- If a photograph is used - avoid naming the player. And NEVER publish personal details (e.g. email addresses, telephone numbers, addresses etc) of a child/young person.
- Only use images of players in suitable dress (tracksuit, on court clothing i.e. t-shirt/shorts/skirt or off court clothing) to reduce the risk of inappropriate use. Try to focus on the activity rather than a particular child.
- Where possible use photographs that represent the broad range of children/young people taking part in netball. This might include:
  - Ethnic minority communities
  - Disabled young people or children
  - Girls with hair covered e.g. baseball cap or a scarf
- Ensure that images reflect positive aspects of children's involvement in netball (enjoyment/competition etc).



### **Use of Photographic Filming Equipment at Netball Events**

Plymouth Netball does not wish to prevent parents, carers or other 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, counties and regions should be vigilant about this possibility. Any concerns during an event should be reported to the club / regional Safeguarding Officer or the Event Organiser.

### **ACTION and IMPLEMENTATION**

When planning an event an accreditation procedure should be developed (see appendix 1 – Event Registration Form):

- Develop a system to record individuals name and address and club
- Professionals are required to register prior to the event and their identification details also recorded.
- Ideally identification details should be checked with the issuing authority prior to the event.
- On registering, organisers of events should issue an identification label on the day, which can serve to highlight those who have accreditation.
- Where regular events occur, the identifying label should be changed to prevent unofficial replication
- Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded
- Ideally they should request this at least 5 working days before the event.
- Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event.
- All other spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the organiser of the event.

### **Use of Video as a Coaching Aid**

The use of video equipment can be a valuable coaching aid provided the following is considered:

- Players and their parents should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid
- Care should be taken in the storing of coaching films to avoid inappropriate use
- Seek written permission from the player and parent for the use of photography and video analysis
- When filming, ensure that there is an appropriate approved adult from the club present.



## Appendix 1 - Event Registration Form

THIS FORM WILL BE COMPLETED BY ANYONE WISHING TO TAKE PHOTOGRAPHS OR RECORD IMAGES AT A PARTICULAR NETBALL EVENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Venue: \_\_\_\_\_

Event Date: \_\_\_\_\_

I wish to take photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by Plymouth Netball and confirm that the photographs or recorded images will only be used in an appropriate manner.

*Please describe below how photographs or recorded images will be used:*

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at netball events in the future and I may be reported to Plymouth Netball and managed within the Safeguarding Policies and procedures.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Use of Photographic and Video Images of Children/Young People Under the age of 18

### Policy Statement

**(Name of Club/Organisation)** is committed to providing a safe environment for children / young people under the age of 18 to participate in netball. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

**(Name of Club/Organisation)** have adopted the following good practice guidelines issued by PLYMOUTH NETBALL:

### Publishing Images

Through the use of a Consent Form, we will ask for the permission of young players and their parents/carers to take and use their image.

- If a player is named, we will avoid using their photograph
- If a photograph is used, we will avoid naming the player.
- We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- We will only authorise the use of images of players in suitable dress (tracksuit, on court clothing i.e. t-shirt/shorts/skirt, off court clothing)

### Use of Photographic Filming Equipment at Netball Events

**(Name of Club/Organisation)** will:

- Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology.
- Issue an identification pass which must be worn and clearly visible at all times during the event
- Not allow unsupervised access to players or one to one photo sessions at events
- Not approve or allow photo sessions outside the events or at a players home
- Act on the concerns of any players and parents regarding the inappropriate use of photographic equipment
- Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid.
- Ensure that any photographic images taken and used will be stored safely



## Appendix 2 - Consent form for the use of photographs or video (Parents and children)

**(Name of Club or organisation)** recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The **(Club or organisation)** will follow the guidance for the use of photographs a copy of which is available from *(insert name)*

The **(Club or organisation)** will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(Club or organisation)* immediately.

I hereby grant only **(name of organisation)** and their approved agents the right to use the images resulting from the above mentioned photo / film shoots. This includes any reproductions or adaptations of the images for all general purposes (newspaper, magazine or other printed promotional articles and including Internet web page content) and at any time, in relation to the work of *(name of organisation.)*

### Parent / Carer

I \_\_\_\_\_ *(parent/carer)* give consent to **(club/organisation)**

Photographing or videoing \_\_\_\_\_ *(young persons name)*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

### Young Person.

I \_\_\_\_\_ *(insert name of child / young person)* give consent to

**(club or organisation)** to photograph or video my involvement in netball.

Date \_\_\_\_\_ Signed: \_\_\_\_\_