**SWRC Photographic Images Policy**

**July 2019**

**Springwell Running Club** is committed to providing a safe environment for all its athletes, including children and young people under the age of 18.

Essential to this commitment is to ensure that all necessary steps are taken to protect athletes, including children and young people, from the inappropriate taking and use of photographic images in resource and media publications, on the internet, and elsewhere.

**The following CPSU (Child Protection in Sport) principles will guide decisions in this area:**

* the interests and welfare of children taking part in sporting activities is paramount
* children and their parents/carers have a right to decide whether their images are taken, and how these may be used
* children and their parents/carers must provide written consent for their images to be taken and used
* consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

When assessing the potential risks in the use of images of athletes, the most important factor to consider is the potential for the inappropriate use of images of children. Springwell Running Club will seek to take appropriate steps to reduce the potential for misuse of images.

The policy is an important aspect of the club’s approach to welfare because;

1. photographs can be used as a means of identifying children and young people when they are accompanied with personal information. This information can make a child vulnerable to individuals with inappropriate motives.
2. the content of the photo can be used or adapted for inappropriate use.

To this end, **Springwell Running Club** has adopted the following good practice guidelines:

* Athletes and those with parental responsibility of participating children, must provide written consent for images to be taken and subsequently used to represent the club and the sport (see Membership Application Form).
* Images should attempt to convey the best principles and aspects of athletics; fairness and fun.
* Images should positively reflect young people’s involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones).
* content of photographs should focus on the activity rather than on a particular child and should avoid full face and body shots.
* 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, only held for limited time period and destroyed when not used.
* In the case of published images, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.
* If a photograph is used, avoid specifically naming a young athlete.
* If a child is named, use their forenames only, and avoid using their specific image
* If a group photograph is taken e.g. group of children, avoid the potential for identifying individual children.
* Personal details (email addresses, telephone numbers, addresses etc) of an athlete, should not be published.
* Only images of athletes in suitable dress, should be used, to reduce the risk of inappropriate use.
* Only club authorised photographers will have permission to take and provide photographs for publication.
* Athletes and parents should be informed that a photographer will be in attendance at an event.
* Parents, spectators and photographers (e.g. press) should register at a SWRC event if they wish to use any photographic equipment, including mobile phones with photographic technology.
* If taking photographs, an identification pass must be worn and clearly visible at all times during the SWRC event.
* Unsupervised access to athletes or one to one photo sessions will not be permitted.
* Photo sessions outside of events or at an athlete’s home will not be permitted.
* The club will act on the concerns of any athletes and parents regarding the inappropriate use of photographic equipment.
* Inform and seek specific permission of children/young people and their parents/carers if video equipment is to be used as a coaching aid.
* No photography or videoing is permitted during the general course of club activities unless consent has been sought (from athletes or parent/carer for a child) and permission given.
* The purpose for taking any images should be clearly stated and use be in accordance with these guidelines.

**When publishing images:**

* Written permission should be sought from the athlete and person with parental responsibility to take and use and athlete’s image, so they are aware of the way images are intended to be used to represent the sport in a media publication. (see Membership Application Form)

**Use of Photographic Filming Equipment at Athletic Events**

* UK Athletics (UKA) does not want 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 use sporting events to take inappropriate photographs or video footage of athletes, including children/young people. UKA advises all Clubs to be vigilant about this possibility.
* To this end any concerns during an event or Springwell Running Club activity should be reported to the Springwell representative e.g. coach, at the activity and subsequently to the Club Welfare Officer, ~~or~~ Deputy Welfare Officer or Chairperson.
* Video can be a legitimate coaching aid for a club coach. However, if it is to be used the individual athlete, or parent/carer should have given written consent, understand that it is part of the coaching programme and have immediate access to the images.

Written permission to take official photographs at an event, series of events or for a season should be made to the Club Committee prior to an event.

This policy will be kept under review