

Launceston Swimming Club – Photography and Video Footage Policy

Launceston Swimming Club

Version Control Sheet

Policy Name: Photography and Video Footage Policy

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Document date	Filename	Meeting submitted	Summary of changes required	Date of review
01-05-15	Photography and Video Footage Policy	Committee meeting 19-06-15	New policy	October 2016
14-10-16	Photography and Video Footage Policy	Reviewed by LSC Officers	None	October 2017
01-05-17	Photography and Video Footage Policy	Reviewed by LSC Officers	Tempus amended to GLL – Greenwich Leisure Ltd	May 2018

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Photography and Video Footage

This guidance applies to all photographs taken on film or digital camera (including mobile phones) and any form of moving pictures including video recordings (and video streaming).

The terms “Child” or “Children” include anyone under the age of 18 years.

It should be acknowledged that the great majority of images are appropriate and are taken in good faith. It is a fact that images can be misused and children can be put at risk if procedures are not observed.

Aims: The Amateur Swimming Association (ASA) aims to help clubs avoid potential sources of child abuse.

ASA Recommended Best Practice (with Launceston Swimming Club’s Adopted Process)

1. It is recognised that most leisure centres and meets will have procedures regarding the use of equipment that can take a photograph or moving image. Parents and carers are asked to respect the site or each individual events procedures. In Cornwall parents are always asked to sign a declaration at the start of meets, should they wish to use their cameras in the venues. Some completely preclude all photography and the emphasis is on the parent to check the policy in each setting.

2. The “publishing”/display of a photograph of Swimmers under 18 years of age, either on a notice board or in a published article or video recording (including video streaming) of swimming competitions should only be done with parents’ prior consent and in line with ASA guidelines.

3. A parent or guardian has a right to refuse to have their child(ren) photographed. Any photo that may go to press or on a notice board, be it through a member of the Club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing.

In Launceston Swimming Club this is renewed yearly when annual memberships are renewed.

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4. Launceston Swimming Club’s Host Venue – the Phoenix Leisure Centre (GLL) - has a strict non-photography policy which should be respected by all members of the club. Two designated people within the club are allowed to take photographs for media publication after events and these sessions are publicised, there is never any obligation on any young person to participate.

5. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in the meet programmes.

- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.
- Published photographs may identify the Swimmer by name and Club, but should not state the Swimmer’s place of residence or school attended.

The ASA do not wish to stop Parents photographing their Children if they wish at their “moments of glory” but all clubs have to ensure they do all they can to safeguard Children’s well-being in the current climate of concern.

The Official Photographer (at events or meets)

Their role is to take appropriate photos that celebrate and promote swimming. Anyone in this role should be Disclosure and Barring Services (DBS) checked and when using a self-employed photographer, the ASA recommends the Club ask to see proof that the photographer has a current DBS check and references from other service users.

When taking any images they should:

- Be screened applicants for their suitability of working with children) and then provide guidance for them in the Club’s child safeguarding policies and procedures.

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- Receive clear instructions, preferably in writing, from the Club at an early stage.
- Focus on the activity rather than the individual Child.
- Include groups of Children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, Children with disabilities, members of minority ethnic communities.

Good practice guidance on filming Children during Club sessions

Any filming must be justified by the Club as to why the film has been made, (e.g. to assist in swimming stroke development).

Assuming filming is justified written consent is required from the parents of the children with an invitation to the parents to attend the videoing and subsequently view the video.

After filming, unless it can be justified as to why the footage is to be kept, it should be destroyed once it has served its purpose.

Filming should cease and/or the footage destroyed should any concerns be raised or if consent is withdrawn.

Mobile phones - Launceston Swimming Club take this opportunity to remind members that any photos taken should fall within the venue or event organisers guidelines and that if mobile phones are taken into changing rooms, the facility to take photos or videos should be disabled.

Written 01/05/2015