

Durham Amateur Rowing Club Photography and Video Imaging Policy

Durham Amateur Rowing Club (DARC) is fully committed to safeguarding and promoting the wellbeing of all its members. The Club has issued the following guidelines for the use of photography and video imaging as it affects junior members. These guidelines have been produced in accordance with British Rowing *Safeguarding and Protecting Children Guidance WG 5: Safeguarding and photography* and with the NSPCC *Photography and sharing images: Guidance for photographing and recording children during events and activities*.

The management of photography of children when rowing is a sensitive subject as competition and training is almost exclusively carried out in large open public spaces where it is not possible to control admission.

Parents and guardians will not be prevented from taking pictures or video filming junior members. The introduction of proportionate controls on the use of such equipment, however, forms a key element of general safeguarding good practice at the Club. This Policy forms part of those controls.

Club use of photography

- At rowing events, hosted by DARC, official Club Photographers can be identified as wearing a high visibility jacket with the word “Photographer” printed on it. That person complies with the Club *Code of Conduct* and has provided references.
- Overall consent for photography at events and/or during training sessions will be obtained from the parents/guardians of junior members. Completion of the *Photography Consent Form* forms part of the membership process for junior members and contains a statement explaining the use of video for the explicit purpose of technical coaching. Parents/guardians **must** also be made aware of this *Photography and Imaging Policy*.
- Any photography taken by the official Club Photographer(s) or coaches will be made available on request to the appropriate parent for viewing. Should a parent object to use they should be advised to notify the Club in writing.
- Children will always be consulted about the use of their photograph; this ensures they are aware that the image is taking place and understand how it is going to be used. This should be recorded on a *Child’s Permission Form*.
- DARC has an expectation that if **members, junior members and/or their parents** use photography at rowing events, they consider carefully the potential risks of subsequently posting images on social media sites. (See Parent section below).
- Photographs taken by the Club Photographer for official purposes will usually appear in the Club website gallery pages after an event for viewing, and these images may be used for media coverage or to promote the Club. Where images are used for promotion of rowing or the Club:

- **IDENTIFICATION** : we will ensure that visual content or captions cannot be used as a means of identifying children. This includes names, addresses or other information that could be used to trace a child.
- **DRESS** : We will ensure children are photographed only when in suitable dress and make sure that footage or photographs focus on the activity, rather than a full body shot.
- **SAFETY** : We will endeavour to ensure children are not featured wearing jewellery or clothing that could present a safety risk . If appropriate the photograph will feature the right safety equipment.

If a junior member, or the parent/guardian of a junior member, does not wish an image to be displayed on the Club website or to be subsequently used for promotional material they should inform the Club in writing as soon as practical after the images are posted.

Use of video as a coaching aid

Club coaches may use video footage as a legitimate coaching aid. However, although part of the coaching programme, material taken in connection with coaching will be stored securely and deleted/destroyed when a parent requests this, or when the material is no longer needed. Parents/guardians and junior members must provide written consent for the use of photography and video analysis; this is provided on the *Photography Consent Form*.

Video recordings will only be shared using secure methods. Junior members and their parents/guardians are requested not to download files from their secure location as consent has not been obtained from parents/guardians for this to happen.

How DARC stores images

Images or video recordings of children are kept securely. Hard copies of images are kept in a locked drawer and electronic images are stored in a protected folder with restricted access.

When video is shared with junior athletes this will be done using only secure methods.

Images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Personal equipment is not used to take photographs or recordings of children, and coaches are instructed to use only cameras or devices belonging to DARC.

A guide for parents/carers who wish to use photography and/or video at events

It is important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, it is also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events. The potential for misuse of images can be reduced through awareness of potential risks and appropriate measures taken to reduce or eliminate these. It is important for parents/guardians to recognise that, due to the nature of the sport, photographs and video is most likely to include images of other children, and photographs/videos should not be shared on social media without the consent of all of the relevant parents/guardians of the children involved.

When photographing or videoing your child and other children please bear in mind the following risk factors:

- Children may be identifiable when a photograph is shared with personal information - **please do not 'tag' people in any images shared on social media by others**
- Direct and indirect risks exist for children and young people when photographs are shared on social media, websites and in publications with personal information
- Inappropriate photographs or recorded images of children
- Inappropriate use, adaptation or copying of images

Changes to this photography and video imaging policy

We keep our Photography and Video Imaging Policy under regular review. This version was last updated on 31 January 2018

Further information

If you have any questions which you feel have not been covered by this Photography and Video Imaging Policy, please do not hesitate to email us or write to:

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