

BOROUGH OF WALTHAM FOREST SWIMMING CLUB



Policy on Photography and Photographing Swimmers

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

BWFSC Members are not permitted to take photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming) during club sessions or at home galas unless empowered by an Officer of BWFSC.

The terms “child” or “children” include anyone under the age of 18.

There has been much talk about whether it is safe to have images taken of children participating in sport.

Whilst 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 common-sense procedures are not observed.

- The publishing of a photograph of a swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“Publication”) will only be done with parents consent and in line with ASA guidelines.
- A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore 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.

A Form allowing parents to indicate refusal of consent is set out at the bottom of this policy and should be returned to the Club Secretary.

- Under ASA guidance on the taking of photos once a parent has signed the BWFSC Photography Book Register in respect of a home meet, BWFSC are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child not the child of the photographer to be the main subject of the photo, but in practice this seldom happens.
- In the case of Open meets and other competitions where the host club has an Official Photographer present all parents attending will be made aware of this in the meet details. If photos are to be published anywhere the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. The ASA guidelines on photos for publication are as follows:

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All photographs must observe generally accepted standards of decency in particular:

- 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 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 BWFSC have to ensure they do all it can to safeguard children's well being in the current climate of concern by adhering to this policy.

The Official Photographer

The aim of each Official Photographer should be to help celebrate and promote swimming

When taking an image they should be asked to

- 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, disabled children, members of minority ethnic communities.
- Photographers should be invited to apply for inclusion in the ASA list of Designated Children's Photographers, explaining to them that they will be screened and trained by the ASA on safeguarding children matters before they are placed on the list.
- Clubs should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training for them in the Club's Safeguarding Children policies and procedures.

The Official Photographer (whether a professional photographer or member of the Club Staff) should receive clear instructions, preferably in writing, from the BWFSC at an early stage.

- BWFSC will provide them with a copy of this Policy and a clear brief about what is appropriate in terms of content – images should not be allowed to be taken outside the activity being covered.
- BWFSC will determine who will hold the images recorded and what is to be done with them.

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Policy on videoing children during club sessions

The videoing of children during club sessions is **not** permitted. Any videos that are taken would have to be justified by BWFSC as to why the video is being made. (e.g. to assist in swimming stroke development).

Assuming a video is taken then the 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.

Any concern and the videoing should cease and the video not used.

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

Additionally, the 'videoer' should be extremely careful in the content of the video.

Mobile phones

Mobile phone should be registered as a camera if it has that facility in line with this policy. Members should be aware that while the ASA does not support the banning of phones as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a "noticeable sound" that is audible if a phone camera is used. In the meantime members are reminded that any photos taken should come within these guidelines and that if mobile phones are taken into changing rooms the facility to take photos must not be used.

Website

Individualised photographs will not be published on the website and will not identify names as this could lead to a child being approached and placed in a vulnerable position.

The only exception to this policy is where the child's parent or carer provides specific written consent to the Club publishing photographs or where the parent has provided the photograph themselves.

This consent may be withdrawn at any time and BWFSC will take all reasonable steps to respect the wishes of the parent/carer

(page down for Refusal of Consent Form)

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Child Photography Refusal of Consent Form

Name of Child _____

Date of Birth _____

I refuse permission for the taking and/or publication of images of my child by the Club's Official Photographer(s) in respect of (enter Activity)

Signed (Parent/Carer) _____

Print Name _____

Date _____