



Durham City Aquatics

Photography Policy and Swim England Guidelines

The use of Photographs in the Club

From time to time, Durham City Aquatics, also known as Durham City Amateur Swimming and Water Polo Club, (referred to hereafter as “the Club”) may wish to include on their website, Social Media pages, notice board or in a newspaper article for example, photographs of our young athletes. This enables us to celebrate the activity of the Club and the members within it, to share information and to promote Water Polo and Swimming to the wider community. The Club will ensure that all aspects of this policy are adhered to with regard to privacy, decency and consent before releasing any photograph into the public domain.

Consent

The publishing by the Club, of a photograph or video of a member under 18 in any public place, should only be done with the expressed consent of a parent/guardian, and in line with Swim England guidelines. Consent should be given in writing wherever possible.

A parent or guardian has the right to refuse to have their child/children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition or event.

The Club includes at the point of entry to the Club, an on-line form for parents/guardians to indicate consent or refusal of consent for photographs/filming to be undertaken and used for publicity purposes.

Consent cannot be assumed, so in the absence of consent being given, photos cannot be released into a public forum by the Club, where a non-consented child is identifiable in the photo.

Our responsibility

The Club's Photography Policy should be read in full and adhered to at all times before taking photographs/filming. The Club is not responsible for any material published in the public domain independently of the Club, for example on a private Social Media account. However, we do urge people to consider very carefully who is in any photo that they take, and to avoid releasing photos into the public domain of any child besides any for which they have parental responsibility, unless they can be certain that it is ok to do so. Our children are in swimwear regularly, which makes our Members particularly vulnerable, and the release of any photos of children should be very carefully considered by all involved.

External Galas

At external galas where an Official Photographer may be present, parents/carers of members are responsible for informing the gala organisers if they do not want their child to appear in any photographs.

Swim England Guidelines

The Swim England guidelines on photos for publication are as follows.

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.
- Actions 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 if wearing a swimming costume.
- Photographs should not be taken from behind starting blocks or show young participants climbing out of the swimming pool.
- Published photographs may identify the individual by name and organisation but should not state the member's place of residence or school attended.

- NB Swim England and the Club do not wish to stop parents/guardians photographing their child/children if they wish to, but all organisations must ensure they do all they can to safeguard children's wellbeing. Where possible, photos used by the Club will show groups of children, and names will not be linked to specific children.

The Photographer

In some cases, the Club will ask a club member/officer to act as an official photographer for an event, or they may invite an external professional photographer to the event. Their role is to take appropriate photos that celebrate and promote aquatics. The guidelines below apply to Official Photographers and to any Coaching staff who are authorised by the Club to take photos of members for Club purposes.

When taking any image, they should be asked to:

- Ensure all those featured are appropriately dressed
- Represent the broad range of youngsters participating in the event
- Focus on the activity rather than the individual child
- Include groups of children rather than individuals, if possible
- The Club 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 and information on the Club's Child Safeguarding Policies and Procedures.
- The photographer should receive clear instructions, preferably in writing, from the Club at an early stage. They should receive a copy of the Club's Photography & Social Media Policy and receive a clear brief about what is appropriate content.
- Images should not be allowed to be taken outside the activity being covered.
- The Club should determine who will hold the images recorded and what is to be done with them after they have served their purpose. This Club has chosen to store images on encrypted USB sticks or Club ipads. However, it is sometimes necessary for Coaches and for the Club Photographer to use personal devices to take the images. In this case the images should be deleted from the device within a week and only stored in the approved way thereafter.
- The Club Secretary should hold a list of people approved by the Club Committee to take and hold images of members. They must all have been DBS checked.
- Anyone taking Photographs of members should be supervised by another Club volunteer/Coach.

The above applies to all events and competitions organised by the Club.

Guidance on filming children during training sessions

The filming of children in training sessions should only be undertaken by coaching staff, and with the Head Coach's prior approval. The requirement must be justified by the Club (e.g. to assist in swimming stroke development). Assuming filming is justified, consent is required from the parents/guardians of the child/children, and an invitation should be given to the parents/guardians to attend the filming. Parents/Carers may wish to view the footage, in which case, this request should be accommodated wherever possible.

The individual who is responsible for filming should exercise caution when recording and ensure the content of the footage is appropriate, following the advice outlined above.

Filming should cease and/or the footage be destroyed should reasonable concerns arise.

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