



Photography & Filming Policy

Purpose:

This policy is important to address the main concerns that are raised when photographing members of The Bourne Club, in particular junior members or those attending Racket Camps.

The Bourne Club promotes the appropriate use of photography and filming of children participating in racket sports, however, it's important to be aware of the potential child protection and safeguarding issues that can arise when taking photos or filming of children in relation to sporting activities. The potential for misuse of images can be reduced if we are all aware of the potential risks and dangers and put appropriate measures in place to reduce these risks.

The Bourne Club will always assume that the taking of photographs of children or juniors is not allowed. All parents will have been asked in our terms and conditions when they sign up for a camp/course/session whether or not they permit photographs of their children. A contracted coach or Club member of staff will never approach a parent/carer/guardian in person if they have declined this.

Risks:

- Children may be identifiable when a photograph is shared with personal information
- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information that may identify and locate the child
- Inappropriate photographs or recorded images of children
- Inappropriate use, adaptation or copying of images

The following guiding principles have been implemented by The Bourne Club to reduce the risks:

- Photographs/images are not to be taken at any sessions or matches without the prior permission of the parents/carers
- If no consent has been given, then it is to be made known to other coaches and opposition so that all coaches are aware and the opposition coach and can avoid taking photos of that particular child
- All children should be aware that there may be photographs being taken in the camp/session/match
- Children should be informed that if they have concerns they need to speak to the Coach at the nearest available opportunity

- Concerns regarding inappropriate or intrusive photography should be reported to The Bourne Club Welfare Officer, Nikki Condren, Club Manager, Marissa Ivey and safeguarding@lta.org.uk and recorded

The following guiding principles are adopted by The Bourne Club for the publishing of images to reduce the risks:

1. We will ask for parental permission to use their child's image and wherever possible show the image to the parents and child in advance. This ensures that they are aware of the image and the way the image will be used to represent The Bourne Club.
2. We will ask for the child's permission to use the image. This ensures they are aware of the way the image will be used to represent The Bourne Club.
3. If there are identifying marks in the photograph, we won't use it. In cases where the player, parent/carer wishes for the player(s) name(s) and photograph to be used, direct written consent will be required for each publication.
4. We won't use player profiles or links to any social media accounts when publishing photographs.
5. We won't use an image for something other than what it was originally intended for and agreed.
6. All children featured in recordings will be appropriately dressed, with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, i.e. a minimum of vest/shirt and shorts.
7. The photograph should ideally focus on the activity. Where possible, images of children/young people should be recorded as small groups – the group may be a combination of children and adults.
8. Any inappropriate use of photography or of any image will be reported to the LTA safeguarding and the police.

Using video equipment:

Coaches can use video equipment as a legitimate coaching aid. However, racket sport players and their parents/carers should be made aware that this forms part of their coaching, and any recordings will be used, stored and destroyed with care.

Photography and filming at Club events and/or tournaments:

By following the guidelines below, we have taken steps to reduce the risks at Club events and/or tournaments.

- If we are commissioning external photographers or inviting any press to an event, it is important to ensure they are clear of our expectations of them in relation to child protection
- We will provide a clear brief about what is considered appropriate in terms of content and behaviour
- We will issue a photo ID badge to the photographer so they are clearly identifiable, this is to be worn at all times whilst on the Club premises
- We will not allow unsupervised access to players or 1-1 photo sessions

- We will not allow photo sessions outside of the event or at a child’s home
- We will ensure that photographers are able to identify any child who have not consented to being photographed
- If parents or spectators wish to photograph their children, they will also be made aware of our expectations

Participants and parents will be informed that, if they have concerns about inappropriate or intrusive photography, they should be reported to the Club Manager immediately and recorded in the same manner as any other safeguarding concern.

Policy created: August 2024
Policy review date: August 2026 (or sooner if there is a change in national legislation or if an incident occurs)

Marissa Ivey	Club Manager	Date: August 2024
Nikki Condren	Welfare Officer	Date: August 2024