

Ashton Central Swimming Club



Affiliated Club

Photography and the use of Photographic Equipment Policy

Written: April: 2014
Reviewed: January 2016
Review: January 2017

| Contents | Page Number |
|---|--------------------|
| 1. Introduction | 3 |
| 2. Aim of the policy | 3 |
| 3. Ashton Central Swimming Club recommended best practice | 3 |
| 4. ASA guidelines on photographs for publication | 4 |
| 5. The official photographer | 4 |
| 6. Filming during club swimming sessions by Coach / Teacher | 4 |
| 7. Mobile telephones | 5 |
| 8. Photographs on website | 5 |
| Appendix 1 Consent form | 7 |

1. Introduction

This policy is written for Ashton Central Swimming Club. It includes Amateur Swimming Association (ASA) recommended best practice guidance, and Ashton Central Swimming Club's policy on the use of photographic equipment during training sessions for the purpose of skill and stroke improvement.

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

The term "child" includes anyone under the age of 18 years.

It is acknowledged that the majority of images are taken in good faith and appropriate, however it is a known fact that images can be misused and children can be put at risk if procedures are not adhered to.

2. Aim of the policy

As in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice.

The ASA aims to help clubs avoid three potential sources of child abuse;

- a) The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b) The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- c) The identification and locating of children where there are safeguarding children concerns. Such cases would include, for examples, children who could be compromised by any image because; they are removed from their family for their own safety; there are restrictions on their contact with one parent following a parental separation; they are a witness in criminal proceedings.

The ASA have been aware of such cases where the photographing of swimmers has been used for illicit purposes. Such illicit photographs are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with the event i.e not a parent / carer who takes photographs unless they are a suitable approved photographer and have consent of the meet manager or the club committee.

3. Ashton Central Swimming Club's recommended best practice

a) 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) should only be done with parental consent in line with ASA guidelines.

b) A parent or guardian has the right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry of the child in the swimming pool. Therefore, any photograph that may go to press or on a notice board, be it through a club member or official photographer, should have received written parental consent to do so. The template for completion is included in Appendix 1 of this policy.

c) Under ASA guidance on the taking of photographs once a parent has signed the Ashton Central Swimming Club Photography Book Register they are allowed to take photographs of their own child. Other swimmers may be included in the photograph but should not be the main

focus of the photograph. However the parent / carer of another child does have the right to object to this practice if they do not want their child included in the photograph.

d) In the case of open meets and other competitions where the host club may have an official photographer present, all parents should be made aware of this by the team manager. If photographs are to be published then all parents should be given the opportunity to withhold their consent.

4. ASA guidelines on photographs for publication

Action shots should be a celebration of the sporting activity and not a sexual image in a sporting context.

Action shots should not be taken if the photograph reveals a torn or displaced costume.

Poolside shots of children should 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 swimmers climbing out of the pool.

Published photographs may identify the swimmer by name and club but should not include the home address or the school attended.

The ASA state that they do not wish to stop parents photographing their own children if they wish, but all clubs have to ensure they safeguard children's wellbeing in the current climate of concern.

5. The Official Photographer

In some cases the committee may appoint a club member to be the official photographer. Any one carrying out this role should be DBS checked.

When the club uses a self-employed official photographer then the ASA recommends that the club committee see that the photographer has a current DBS and references from other service users.

All photographers acting in this capacity should be asked to:

Focus on the activity rather than on 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.

The committee will screen the photographer for their suitability just like they would with any other volunteer involved with the clubs activity.

6. Filming during club swimming sessions by Coach / Teacher.

The club may wish to take photographs and / or videos of individuals or groups of swimmers, (under the water or on top of the water), under the age of 18. All photographs and videos will be taken in line with the ASA photography policy.

The photography of children during club sessions will be under the supervision of Coaches / Teachers and will only be used to assist with the skill / stroke development of the swimmer.

Written consent will be required from the parent, and an invitation will be given to them to attend the photograph session and to view the photograph / video.

Once the photograph / video has been viewed by the swimmer and coach, the photograph / video will be removed after it has served its purpose.

7. Mobile telephones.

Mobile telephones should be registered as cameras if they are intended to be used as such. Members should be reminded that mobile phones should not be used in the changing rooms as cameras in line with ASA policy.

8. Photographs on website

Generally individualised photographs will not be kept on the Club website. The same applies to the club newsletter or any other printed materials.

The only exception to this is where the child's parent gives specific written consent to the Club publishing photographs. This consent may be withdrawn at any time and the Club will take all reasonable steps to respect the wishes of the parent.

Ashton Central Swimming Club



Affiliated Club

Ashton Central Swimming Club Photography Consent Form

Parent of
(you can withdraw your consent in writing to the committee at any time)

Advice can be sought from the club child protection officer, if required.

I give my consent to my child being photographed in the following situations:

| | | |
|--|-----------------|-------------------|
| Photographs to be used on the club website | Consent given * | Consent refused * |
| Photographs to be used in newspaper articles | Consent given * | Consent refused * |
| Photographs to be used on the notice board | Consent given * | Consent refused * |
| Photographs to be used in the news letter | Consent given * | Consent refused * |
| Photographs/videos to be used for training purposes | Consent given * | Consent refused * |
| Professional photographer (approved by committee) for competitions/galas/meets/club events | Consent given * | Consent refused * |

* delete as appropriate

Signed.....

Print Name.....

Date.....

N.B Parents have a right to refuse agreement to their child being photographed.