

PHOTOGRAPHY AND FILMING BEST PRACTICE GUIDANCE

Duffield LTC follows relevant LTA guidance in its approach to photography and filming practices.

The LTA is keen to promote positive images of individuals playing tennis and is not preventing the use of photographic or videoing equipment. But we are all mindful that some people may use sporting events as an opportunity to take inappropriate photographs or film footage, particularly of juniors or vulnerable adults.

We will always ask for consent from all adult and junior members before taking and using photographs or videos.

RISKS OF SHARING IMAGES ONLINE

Sharing photographs and images of children and vulnerable adults on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/club uniform
- inappropriate images of children may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images of children may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then licence images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a child's public image.

WE SEEK TO KEEP MEMBERS SAFE BY

- always asking for written consent from parents or carers before taking and using a child's image and making sure children, their parents and carers understand how images will be used.
- ensuring that any vulnerable adult understands the implications of giving consent. If there is any doubt, images will not be taken or used.
- if consent is withdrawn, taking reasonable steps to remove the photos from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.

- only using first names of children, unless:
 - it is considered necessary – such as for elite/high profile child players the child and parent have consented (and been informed how, where, in what context an image might be used, e.g., public website, or through social media, and are aware of potential risks)
- never publishing personal information about children or vulnerable adults
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- using images that positively reflect involvement in the activity
- using business devices unless not practical / possible to do so. It is important that where personal devices are to be used, this is justifiable and not simply because that is the way it has always been done
- expectations are clearly set around consent and the use of any personal devices among staff, volunteers and players

PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE

When children, parents/carers or spectators are taking photographs or filming at events and the images are for personal use, it is advisable to publish guidance on what will be allowed in the event programmes and/or announce details before the start of the event.

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18 years old) and the LTA recommends that clubs and counties make any such photographer/videographer aware that they should be notifying the Competition Director of their attendance at the competition.

At some events, wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such images. In these circumstances, we should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

CONCERNS

If we become concerned that someone unknown to the club is taking photographs or filming without permission, they will be asked to leave and (depending on the nature of the concerns) our safeguarding procedures followed.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Welfare Officer and LTA Safeguarding Team. It may also be necessary to report this to the police.

STORING IMAGES

No hard copies of images will be kept by the club and electronic images will be deleted after the agreed use. Personal devices should be set so as to not to automatically upload images to the cloud.