



## **Photography Policy**

The following policy outlines the appropriate use of photography and recording equipment within the Blackrock Bowling and Tennis Club.

It aims to establish good practice within the club and to ensure that any photography or recording of children is done so in a manner that does not put children at any risk.

Blackrock Bowling and Tennis Club does not want to prevent parents and adults from taking photos. This policy aims is to ensure that only those with a right to take photos do so.

### **Guidelines for the use of photo/recording equipment:**

Blackrock Bowling and Tennis Club will ensure that “No photography without permission” signs are posted in the tennis club.

For parents of children who are attending the event it is of course acceptable to take photos of your own children for personal use.

Photographers from outside the club (e.g. local media etc.) must get permission from the club to take photographs, wear appropriate ID, and not have unsupervised access to children or one to one photo sessions. Parents should also be informed that a photographer will be present and the club must ensure they consent to both the taking and publication of the films or photographs.

Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

### **Guidelines for taking photographs or recording images of children:**

Parents' consent should be obtained for their child to be photographed.

All children should be appropriately dressed.

The photograph or recording should ideally focus on the activity (i.e. playing tennis) rather than on the child.

Group photographs are preferable to individual photographs.

Parents/adults taking photos should respect other young peoples privacy and ask their permission before taking their photograph.

### **Guidelines for publishing images:**

Children should not be identified in photographs.

A general guide is

If a child is named...avoid using their photograph.

If a photograph is used...avoid naming the child.

Photos of children taken by the Junior Committee at club events will only be displayed in the tennis pavilion. Children in these photos will not be named.

Parent's permission will be sought if an image of their child is used to represent the club on external media.

If coaches use video equipment as a legitimate coaching aid parents will be made aware that this forms part of the tennis programme.

Recordings used should be used, stored and destroyed with care.

The use of cameras/ recording equipment in changing rooms is forbidden. Any such action should be immediately reported to a Child Protection Officer or a committee member.

Any offensive photos/ recordings/video clips relating to a member of the club should be reported immediately to the Child Protection Officer.