



GENERAL PRACTICE GUIDELINES - USE OF PHOTOGRAPHS, FILM, VIDEO

Children must be protected from those who would seek to use photos and videos to place them at risk of harm.

Photography and filming may take place in Cumbernauld AAC's legitimate interest, as detailed in our Privacy Policy which can be found at <http://www.cumbernauldaac.org.uk/about/welfare/>

MANAGEMENT OF PHOTOGRAPHY

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example use a badge or sticker to identify those with permission to photograph or film.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability.
- All negatives, copies of videos and digital images will be stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

MOBILE PHONE CAMERAS

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Consequently, particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No mobile devices, the taking of photographs or filming should ever be permitted in such areas.

CONCERNS

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Welfare Officer, or the police.