



Safeguarding: Photography & Filming Policy

WAKO GB works with children and families as part of its activities. These includes the coaching of athletes and competing in domestic and international events.

The purpose of this policy statement is to:

- protect children and young people who take part in WAKO GB events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with WAKO GB.

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- asking for people to think carefully before using any images showing children and young people on their website, social media or other publications
- asking people to choose images that present the activity in a positive light and present the best aspects of the sport and organisation
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.



Photography and/or filming for WAKO GB use

We recognise that clubs within the organisation may use photography and filming as an aid in activities such as competing. However, children/young people and their parents/carers must be made aware that this is part of the programme

We will seek to keep children and young people safe by:

- thinking carefully before using any images showing children and young people on your website, social media or other publications
- choose images that present the activity in a positive light, and promote the best aspects of the sport and organisation
- don't supply full names of children along with the images, unless:
 - it's considered necessary – such as for **elite young athletes**
 - it's in the child's best interests
 - the child and parent have consented
- only use images of children in suitable dress or kit, including recommended safety wear such as shin pads or gum shields
- images of athletes should:
 - focus on the activity rather than a particular child
 - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- When hiring the services of a professional photographer WAKO GB will:
 - providing the photographer with a clear brief about appropriate content and behaviour
 - ensure the photographer wears identification at all times
 - inform children and parents/carers that a photographer will be at the event
 - not allow the photographer to have unsupervised access to children
 - not allow the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.



Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by the WAKO GB) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

WAKO GB will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable.

If the event management team is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

We will never store images of children on unencrypted or non password protected portable equipment such as laptops, memory sticks and mobile phones.



Responding to concerns

All staff, volunteers, children and parents should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported to the event organiser or another official.

There must be a safeguarding procedure in place to ensure that reported concerns are dealt with in the same way as any other child-protection issue.

Ensure that your club or event organiser, or lead child protection or safeguarding officer is informed. Concerns about professional photographers should also be reported to their employers.

If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

Where parental consent is not given due to legal restrictions e.g. child is in local authority care or placed with an adoptive family, arrangements must be put into place to ensure that any official or professional photographers can identify (or be informed about) which children should not be subject to close up photography where the child may be recognisable.



Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Safeguarding Procedures.
- Coaching Code of conduct
- Social Media Policy

Contact details

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