

USE OF PHOTOGRAPHY AND VIDEO

The use of photographs and recorded images can be extremely useful for positively celebrating the success of young people in volleyball and assisting with training. Volleyball England may also want to take photos to promote their activities and increase participation.

However, it is important that there are appropriate and proportionate safeguards in place to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

There are risks in the use of photography and film:

- Children may be identified, contacted or groomed – including the child's personal information (full name, address) alongside their image can make them identifiable and therefore vulnerable to individuals looking to locate, contact or 'groom' children for abuse. Even if personal details are kept confidential, other details identifying the sports organisation, school or club, or their favourite sportsperson or team, can also be used to groom the child.
- Someone might make inappropriate or illegal images of children - photo or video content may itself be inappropriate, or images may be used inappropriately or out of context. Some individuals deliberately target sports activities and set out to take inappropriate photos in ways that are potentially illegal and harmful (such as: images of children changing, photos taken in the toilets, using a camera at ground level to photograph up girls' skirts) and some images that appear ambiguous can be used inappropriately and out of context by others, or copied and edited. Images shared privately online can be re-shared, possibly entering the public domain on websites or social media – see **Section 3.3 "Online safety"** guidance for more on this topic.

In order to minimise these risks, Volleyball recommend all involved in volleyball to follow the following guidance, which will depend upon the type of photograph taken and how these will be used:

- Think 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.
- Do not supply full names of children along with the images, unless:
 - It is considered necessary - such as for elite young players.
 - It is considered in the child's best interests (with consent from child and parents).
- Only use images of children in suitable dress or kit.
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actually involved in it.



USE OF OFFICIAL OR PROFESSIONAL PHOTOGRAPHERS:

If you are using official or professional photographers, ensure that you include the areas covered in this guidance within their contracts, inform parents and children that a photographer will be in attendance and ensure that you have their consent to both the taking and publication of films or photos. It is also important to check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken. Photographers should be issued with identification, which

must be worn at all times. There should be a mechanism, of which the photographer is informed, to identify children who cannot have their photograph taken. There should be no unsupervised access to children or one-to-one photo sessions at events, or photo sessions away from the event (for instance, at a young person's home). The contract should clarify issues about ownership of and access to all images, and for how long they'll be retained and/or used.

COMMUNICATION WITH PARENTS AND YOUNG PEOPLE

Close-up images

- Make parents aware of your policy on using children's images, and of the way these represent the organisation or activity.
- Seek parents' consent to take and use images of individual or smaller groups of participants in which their child would easily be recognisable - this would be included in the **Parent/Carer & Young Person Consent Form (SP5)** possibly as part of the process for registering and consenting the child's participation in the activity or event.
- Let parents know how, where and in what context an image may be used - for example, on a public website, through social media or in a printed resource.
- Ask for the child's permission to use their image to ensure they're aware of how the image may be used.

General images of events

- At many events, organisers will wish to take wide-angle, more general images of the event, the site, opening and closing ceremonies, and so on.
- It's usually not reasonable, practical or proportionate to secure consent for every participating child in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents.
- In these circumstances, organisers should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

Secure storage of images

Images or video recordings of children must be kept securely:

- Hard copies of images should be kept in a locked drawer.
- Electronic images should be in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones.

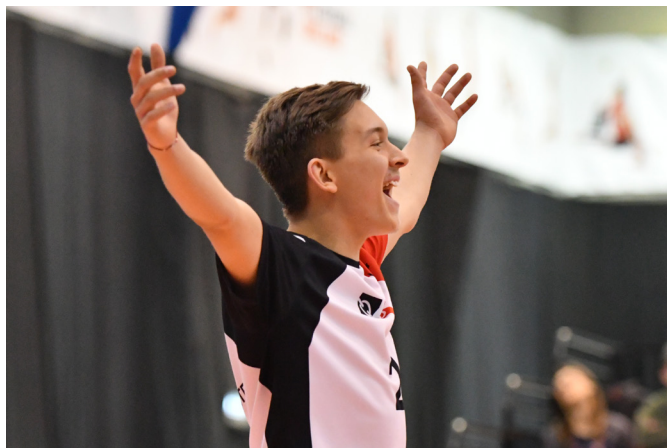
It is advisable to avoid using any personal equipment to take photos and recordings of children where possible, use only cameras or devices belonging to your organisation.

If you're storing and using photographs to identify children and adults for official purposes - such as identity cards - ensure you comply with the legal requirements for handling personal information. For guidance on the Data Protection Act and other privacy regulations, visit the [Information commissioner's office \(ICO\)](https://www.ico.org.uk) website.



TALENTED YOUNG ATHLETES

As young athletes progress up the competitive ladder, their sporting success can lead to an increased public profile with elite-level events more likely to take place in a public arena, and both Volleyball England and the young athlete may want to celebrate these achievements. However, organisers retain their duty of care to these athletes and a responsibility to safeguard them so informed consent from the athletes and their parents is still important alongside the other guidance above. In addition, athletes, their parents and media representatives need to be clear about appropriate arrangements and ground rules for interviews, and for filming and photo sessions.



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.

USE OF CCTV IN LEISURE FACILITIES

If a leisure facility intends to use a live video stream of leisure activities for parents to spectate, which is displayed in public areas, facilities should make sure that:

- All customers are aware.
- Images are not recorded.
- Footage is shown without sound (reduces potential identification of individuals).
- Any cameras provide wide-angle, general views of the pool or court.
- There are arrangements in place to respond to any concerns about anyone watching the stream whose behaviour gives cause for concern.

Any child protection or safeguarding concerns would follow the Volleyball England safeguarding procedure.

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.

TEMPLATE PHOTOGRAPHY AND FILMING CONSENT FORM

NAME OF ORGANISATION:

To be completed by the organisation

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

The *(organisations name)* will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(insert organisations name)* immediately.

CONSENT INFORMATION:

To be completed by child:

I give permission for my photograph to be used within the club for display purposes

I give permission for my photograph to be used within other printed publications

I give permission for my photograph to be used on the club's website

I give permission for videos of me to be used on the clubs website

I give permission for my photograph to be used on the club's social media pages

I give permission for videos of me to be used on the clubs social media pages

Signature of child:

Print name child:

Date:

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

PLEASE CONTINUE ON FOLLOWING PAGES 

CONSENT INFORMATION:

To be completed by parent:

I give permission for my child's photograph to be used within the club for display purposes

I give permission for my child's photograph to be used within other printed publications

I give permission for my child's photograph to be used on the club's website

I give permission for my child to be videoed for use on the clubs website

I give permission for my child's photograph to be used on the club's social media pages

I give permission for my child to be videoed for use on the clubs social media pages

I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation

Signature of parent:

Print name parent:

Date: