

# Swindon ASC

## Use of Photography / Filming Policy



### Purpose:

This document has been created to establish a set of guidelines and rules which will outline the use of photography and filming at training sessions, competitions and club events.

This guidance applies to all photographs taken on film or digital camera (including mobile phones) and any form of moving pictures including video recordings (and video streaming). The terms “Child” or “Children” include anyone under the age of 18 years.

It should be acknowledged that the great majority of images are appropriate and are taken in good faith. It is a fact that images can be misused and children can be put at risk if procedures are not observed.

### General:

1. It is recognised that most leisure centres and meets will have procedures regarding the use of equipment that can take a photograph or moving image. Parents and carers are asked to respect the site or events procedures.
2. The publishing of a photograph of Swimmers under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“Publication”) must only be done with Parents’ consent and in line with ASA guidelines.
3. A Parent or guardian has a right to refuse to have their Children photographed. Any photo that may go to press or on a notice board, be it through a member of the Club or official photographer, must have received parental consent before publishing/displaying the photo, preferably in writing.
4. Under ASA guidance on the taking of photos, once a Parent has signed the Club’s Photography Consent Form, we are happy for them to take photos on the belief that their Swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo.
5. In the case of open meets and other competitions where the host club has an official photographer present, all Parents attending should be made aware of this in your meet details. If photos are to be published anywhere, the individual Parent should be given the opportunity to withhold their consent.  
**Their right to do so should be specifically drawn to their attention.**
6. All photographs must observe generally accepted standards of decency in particular:
  - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.

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- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
  - Poolside shots of Children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
  - Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.
7. Published photographs may identify the Swimmer by name and Club, but should not state the Swimmer's place of residence or school attended. The ASA do not wish to stop Parents photographing their Children if they wish at their "moments of glory" but all clubs have to ensure they do all they can to safeguard Children's well-being in the current climate of concern.

### **The Official Photographer:**

1. Their role is to take appropriate photos that celebrate and promote swimming.
2. Anyone in this role should be Disclosure and Barring Services (DBS) checked and when using a self-employed photographer, the ASA recommends the Club ask to see proof that the photographer has a current DBS check and references from other service users.
3. When taking any images they should:
  - a. Be screened applicants for their suitability of working with children and then provided guidance for them from the Club's child safeguarding policies and procedures.
  - b. Receive clear instructions, preferably in writing, from the Club at an early stage.
  - c. Focus on the activity rather than the individual Child.
  - d. Include groups of Children rather than individuals, if possible.
  - e. Ensure all those featured are appropriately dressed.
  - f. Represent the broad range of youngsters participating in swimming - boys and girls, Children with disabilities, members of minority ethnic communities.

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### **Good practice guidance on filming Children during Club sessions:**

1. Any and all filming will be focussed on assisting in swimming stroke development. The signing of the Photographic consent form will infer consent to filming for this purpose also.
2. After filming, unless it can be justified as to why the footage is to be kept, it should be destroyed once it has served its purpose.
3. Filming should cease and/or the footage destroyed should any concerns be raised or if consent is withdrawn.

### **Electronic Hand-Held Devices:**

1. Clubs should remind members that any photos taken should fall within our guidelines and that if electronic hand-held devices are taken into changing rooms, the facility to take photos or videos must not be used.

This policy should be read in conjunction with the Social Networking Guidelines.