

THE CONNAUGHT CLUB
PHOTOGRAPHY, FILMING AND SOCIAL MEDIA POLICY

November 2021

1. Introduction

It is the responsibility of Club Members, and everyone involved with The Connaught Club to help ensure that it remains a safe place where Members and visitors can relax and enjoy their chosen sport without fear of unwanted or inappropriate images or content being photographed, filmed, published or shared.

The purpose of this Policy is to provide general guidance to Members, visitors, staff, coaches and volunteers so that they can make informed decisions about how they take and use photographs, filming, and social media, to protect the Club and individuals using its facilities.

Further information can be found in the Policy documents referred to at the end of this Policy.

2. Overview

People have a right to privacy and for their personal preferences to be respected. Sharing photographs and images on social media, websites or other online platforms potentially carries serious risks, particularly for children and vulnerable adults. For example, children may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. Images may be downloaded, screenshotted or shared by anyone, adapted and used inappropriately. Photos and videos may appear in internet search results. Inappropriate images of children may be shared online.

Everyone involved in the Club has the responsibility to follow the guidelines below and to safeguard at the Club, both on and off court / bowling rink and when using the Club's facilities.

References to social media in this Policy include all forms of communication and self-expression e.g., personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, Instagram, LinkedIn, Twitter and My Space; video-sharing sites such as YouTube and TikTok; and e-mail.

3. Photography and Filming Use – Key Guidelines

It is the responsibility of all Members, parents/carers, staff, coaches and volunteers to:

- a) Obtain permission from the individual before photographing or filming them. If the individual is a child (under 18 years of age), obtain prior consent from both the child and their parent / carer.
- b) Reduce the risk of images being copied and used inappropriately by only taking and using images of children in appropriate clothing, avoiding camera angles that may be more prone to misinterpretation or misuse, and using images that positively reflect children's involvement in their sports activities. Never publish personal information that may help unscrupulous people to identify a child e.g., where they go to school or their surname, unless the surname is considered necessary such as for elite / high profile child players.
- c) Where the Club itself wishes to take photographs or film a child, under safeguarding rules and guidelines, the Club should first ask for written consent from the child and from the

parent / carer; explain the purpose and how, where and when the photograph, film or image is to be used; how long it will be kept for, and what is the process and timing for storing and safely deleting the images.

- d) Any official or professional photographers engaged for an event will receive instruction from the Club Manager about appropriate content and behaviour. They must wear identification at all times and avoid private areas such as the changing and first aid areas. Parents and carers will be notified if an official or professional photographer is engaged for an event.
- e) Any requests from journalists or professional photographers to attend events and share images professionally or in the wider world, must be referred to the Club Manager for approval in advance. Children and parents / carers attending the event must be informed and their written consent obtained. The journalist or photographer must be easily identifiable at the event. The journalist or photographer must be informed of anyone who does not give consent.
- f) If a player wishes to enter into a private arrangement with a commercial photographer or videographer who will take photographs or film at the Club, please contact the Club Manager in advance. If the player is under 18 the Club will also require evidence of parental / carer consent.
- g) If anyone becomes concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave the Club and report them to a member of staff.
- h) If anyone becomes concerned that inappropriate images / films are being taken that raise a safeguarding concern, this should be reported to the Club Welfare Officer, Steve Francis, immediately (see Club Noticeboard for Welfare Officer contact details). The Club Welfare Officer may also be obliged to report the matter to the LTA or other applicable Sports Body Safeguarding Team, and to the police.
- i) Photographs and videos of children taken for use by the Club must be stored securely. Hard copies must be kept locked in a drawer in the Club Office and electronic images in a protected folder with restricted access. Images taken for use by the Club must be deleted after use and not be repurposed e.g., for personal use or marketing the Club.

The parental / carer and child consent form is attached in Appendix A.

4. Social Media – Key Guidelines

It is the responsibility of all Members, staff, coaches and volunteers to:

- a) Refrain from publishing comments about other clubs, players or referees and any controversial or potentially inflammatory subjects.
- b) Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, veteran status¹, marital status, religion or any other status protected by law.

¹ A person who has served in Her Majesty's Armed Forces or the Merchant Mariners

- c) Identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.

The Club will be responsible for reviewing responses to online posts and for resolving any concerns before they are posted. The Club Manager shall designate suitable members of staff or volunteers to monitor the Club's online posts and perform this role.

5. Club Tournaments and Events

The Club may take wide-angle photographs and general images of Club tournaments, competitions, training camps and events, including award ceremonies, for publication in the Club Newsletter, Club website, Club social media or to display in the Club reception area, on the Club noticeboard, or in the Pavilion. It may not always be practical or proportionate to secure consent from every participating individual or child and their parent / carer. Members and visitors must notify the Club Manager and/or Tournament Referee in advance if they wish to be excluded from official Club photographs and images of Club tournaments, competitions, training camps and events.

6. Further Information

- a) **Connaught Club Privacy Policy.** The Club has a duty to respect and safeguard people's privacy under the Data Protection Act 2018. This includes procedures for storing and safely destroying photographs, films and images.
- b) **Connaught Club Safeguarding Policy.** The Club has a duty to safeguard children and vulnerable adults. The Club is subject to the Safeguarding Policies and reporting procedures of the national sports governing bodies to which it is affiliated i.e., the Lawn Tennis Association, England Squash and Bowls England.
- c) **Connaught Club Equality and Diversity Policy.** The Connaught Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- d) **LTA Photography and Filming Policy and Best Practice Guidance for Clubs.** The Club has a duty to comply with the Photography and Filming Policies of the LTA when hosting LTA tournaments and events at the Connaught Club.

Please contact the Club Welfare Officer, or any of the Club's Senior Officers if you have any questions or concerns about how this Policy is intended to apply.

The Connaught Management Committee

November 2021

Appendix A

Photography and filming consent form

This consent form is intended to capture consent for imagery and video of children under 18 years old. *[The wording should be amended as needed to capture consent for imagery and video of vulnerable adults].*

Name of club:	The Connaught Club
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In accordance with our photography and filming policy we will not permit photographs, video or other images of children (anyone under 18) to be taken without the consent of the child and their parent or carer.

The Club will take all steps to ensure these images or video are used solely for the purposes they are intended which are as follows. Delete those which do not apply:

- within the Club for display purposes
- within other printed publications
- on the Club website
- on the Club social media pages
- only using the first names of children, unless specifically requested below.

If you become aware that these images are being used inappropriately you should inform the Club Manager immediately.

To be completed by parent and child:

I give permission for (tick to confirm consent) [delete those which do not apply]

- my child's photograph to be used within the Club for display purposes
- my child's photograph to be used within other printed publications
- my child's photograph to be used on the Club website
- my child to be videoed for use on the Club website
- my child's photograph to be used on the Club social media pages
- my child to be videoed for use on the Club social media pages
- my child's full name to be provided on the basis that it's necessary in the context of their role as an elite/high profile player OR it is in the child's best interests because... *[add in justification]*

For the duration of [enter period of time]

To be completed by parent and child:

I understand (tick to confirm consent):

- and will comply with the Club photography and filming policy
- the potential risks associated with the use and distribution of these images
- how these images or videos will be stored within the organisation and how long for

- that if I withdraw consent for my child's image to be used or shared in the future, it may not be possible to remove images that have already been published or distributed
- that at many events, the Club and others will reasonably wish to take wide angle, general photos during or at specific points in the event
- that I must gain permission before sharing photographs/videos of other people's children on social media

Print names of parent/carer and child:

Signatures:

Date: