



**GUIDELINES FOR THE USE OF  
PHOTOGRAPHIC & VIDEO  
IMAGES OF CHILDREN/YOUNG  
PEOPLE UNDER THE AGE OF 18**

## Introduction

Central Athletics Club is committed to providing a safe environment for all of its members. However, this document focuses on the club's children/young people under the age of 18.

Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

We have therefore adopted the following points from the guidelines and put in place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- ✓ The publishing of photographic and/or recorded images of children/young people
- ✓ The use of photographic filming equipment at athletic events
- ✓ The use of video equipment as a coaching aid and the

club has adopted the following key principles:

- ✓ The interests and welfare of children taking part in athletics are paramount
- ✓ Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- ✓ Parents/carers and children must provide written consent for children's images to be taken and used
- ✓ Images should convey the best principles and aspects of athletics fairness and fun
- ✓ Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- ✓ All images of children should be securely stored
- ✓ In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

## Rules to Remember:

- ✓ Ask for written permission from the athlete and carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form at the back of this document is one way of achieving this.
- ✓ If a photograph is used, **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- ✓ Only use images of players in suitable dress (Tracksuit, or competition clothing) to reduce the risk of inappropriate use
- ✓ Ensure that images reflect positive aspects of children's involvement in athletics (enjoyment/competition etc)

# Use of Photographic Filming Equipment at Athletic Events

Central Athletics does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All Club officials, helpers and parents should be vigilant about this possibility. Any concerns during an event should be reported to the Club Welfare Officer.

If an official photographer is attending on behalf of the club at a club event, they will wear clear identification and be permitted to take photos infield.

The following guidelines will be used;

- ✓ Athletes and carers will be informed that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs. This will be included on the registration/entry form.
- ✓ A clear brief will be provided about what is considered appropriate in terms of content and behaviour
- ✓ Issue the official photographer with identification which must be worn at all times
- ✓ Unsupervised access to athletes or one to one photo sessions at events will not be allowed
- ✓ Any concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official, and recorded in the same manner as any other child protection concern

## Videoring as a coaching aid

Video can be a legitimate coaching aid for club and county coaches. However, if it is to be used, make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely.

Coaches **MUST** consider how they film their athletes and the medium they use. Mobile phones must not be used. It is recommended that the application "Coach's Eye" is used on an iPad or similar tablet. The captured footage is then emailed to the relevant athlete or parents as per the individual athletes' approval form. It is **NOT** to be shared via social media platforms such as Facebook, Flickr or Instagram etc.

Adapted from a document compiled by UK Athletics July 2018 – version 5



## **PARENT / ATHLETE CONSENT FORM Photography and Recorded Images**

Central Athletic Club recognises the need to ensure the welfare and safety of all young people in athletics.

In accordance with the UK Athletics child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people. There is a section on the membership form relating to consent and must be completed.

The Central Athletic Club will follow the guidance for the use of photographs as outlined in this document.

The Central Athletic Club will take all possible 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 the Club Welfare Officer immediately.

INSERT NAME (athlete/parent/carer)

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consent for Central Athletic Club, or a photographer appointed by the Club, photographing or videoing my / my child's involvement in athletics for the purposes of publicising and promoting the club or sport.

If the video footage is used as a coaching aid, a copy will be emailed to the athlete or in the case of an under 18 athlete emailed to the parent to share with their child. It will not be posted on any social media platform for general viewing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

INSERT NAME OF ATHLETE \_\_\_\_\_

**This form must be completed and returned to the Welfare Officer at the club and retained in a confidential place.**