

OXFORD CITY AC - PHOTOGRAPHIC POLICY

Oxford City AC is committed to providing a safe environment for children and young people under the age of 18. Essential to this commitment, is the need to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources, internet and media publications.

By adopting this Photographic Policy, Oxford City AC aims to put into place the best possible practice to protect children and young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines adopt 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
- Photographers and videographers must ensure that they have obtained written consent for children's images to be taken and used. In practice this consent is normally obtained at the point an athlete joins the club, where the option is offered either to give consent to, or object to, photographs being taken. If you are not sure whether consent has been given, our membership secretary will be able to let you know. If there is not time to check our register, please ensure that you ask the athlete and their parent if they are happy to be photographed and for the photograph to be used. It should be accepted that children may appear in the background of general pictures taken at events and that it may not be practical or reasonable to seek consent in all circumstances.
- 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
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event
- 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, such as details beyond the child's club and coach, without the consent of the parents or carers.

Publication of Images

Wherever possible Oxford City AC will aim to follow these key guidelines:

- Ask for written permission from the athlete and parent/carers to take and use their image wherever practicable. This ensures that they are aware of the way the image is intended to be used to represent the sport.
- If the athlete is named, consider if it is necessary and appropriate to use their photograph and if possible seek parental consent.
- If a photograph is used, avoid captioning the name of the athlete directly. **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child or young person.
- Only use images of young athletes in suitable dress (tracksuit, or competition clothing) to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular child where appropriate and, where possible,

use photographs that represent the broad range of children and young people taking part in athletics. This might include both boys and girls, children from ethnic minority communities and children and young people with disabilities.

- Ensure that images reflect positive aspects of children's involvement in athletics (enjoyment/competition etc.).

Use of Photographic Filming Equipment at Athletic Events

Oxford City AC does not want to prevent parents, carers or spectators from taking legitimate photos of competitors.

Athletics events organisers should:

- Inform athletes and carers if a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Ensure that a system is introduced to ensure that press photographers are made aware of those children and young people without consent for images to be taken.
- Provide a clear brief to any official photographers about what is considered appropriate in terms of content and behaviour.
- Issue any official photographer with identification which must be worn at all times.
- Do not allow unsupervised access to young athletes or one to one photo sessions at events without an appropriate chaperone.
- Do not approve or allow photo sessions outside the events or at an athlete's home

If parents, carers or other spectators are intending to photograph or video at an event they should also be made aware of our expectations by setting them out at the point of entry to the event or in the event programme. Such expectations should include:

- The interests and welfare of children taking part in athletics are paramount
- 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
- 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 such as details beyond the child's club and coach without the consent of the parents or carers
- If a photograph is used on line, avoid captioning the name of the athlete directly. **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child or young person on line
- Only use images of young athletes in suitable dress (tracksuit, or competition clothing) to reduce the risk of inappropriate use

Competitors and spectators should be informed that if they have concerns regarding any photography or video recording at any athletics event they can report these to the event organiser. Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Match Referee, 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 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 and destroyed when they are no longer required for use.