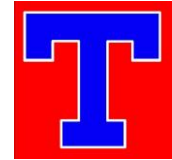




Tiverton Swimming Club

Swim England Photography Guidance



This guidance applies to all images and videos taken on any type of camera or recording device including mobile phones. It applies to all training sessions, activities and events run by a Swim England affiliated club.

It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

Aims

The Swim England Photography Guidance aims to help clubs avoid three potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
 - They have been removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

Recommended Best Practice

The publishing of a photograph of a member under 18, either on a notice board or in a published article or video recording (including video streaming) of a competition ('Publication') should only be done with parental consent and in line with Swim England guidelines.

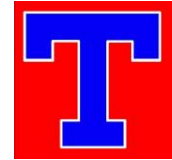
A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or an official photographer, should receive parental consent. The request for photographic consent is completed as part of the application form on joining TSC.

In the case of any event or competition where the host club has an official photographer, all parents of members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.



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The Swim England guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Poolside shots of children should only be taken if they are wearing a club or alternative top. However, if only wearing a swimming costume, shots must be taken above the waist.
- Photographs should not be taken from behind the starting blocks or that show young participants climbing out of the pool. No photographs or video can be taken in changing facilities, toilets or shower areas.

Photographs and videos within the swimming pool water can be taken if it is during a coached session or is an official club sanctioned photograph.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence. Swim England does not wish to stop parents photographing their child if they wish, but all clubs must ensure they do all they can to safeguard each child's wellbeing.

The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote aquatics.

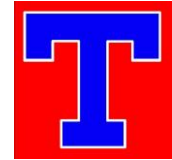
When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming – boys and girls, children with disabilities, members of minority ethnic communities, etc.
- TSC will screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the club's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the club at an early stage.
- The club should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- The club should determine who will hold the images recorded and what is to be done with them after they have served their purpose.



Tiverton Swimming Club

Swim England Photography Guidance



Guidance on filming children

The requirement for any filming must be justified by the club (e.g. to assist in stroke development or for GCSE/A level evidence purposes).

The individual who is responsible for filming should exercise caution when recording and ensure the content of the footage is appropriate, following the advice outlined above. Filming should cease and/or the footage destroyed should any concerns be raised or if consent is withdrawn.

Once the footage has served its purpose, it should always be destroyed, unless the need to keep it can be justified.

Mobile phones

TSC need to make their members aware that Swim England does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies.

TSC advise members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, toilets or shower areas the facility to take photos must not be used.

Please refer to the TSC Changing Room Policy in addition to the guidance on child abuse images and on the use of electronic information.

Photographs or footage of children posted on TSC website or social media platforms

Photographs and footage of children may be placed on our club website, in the club newsletter, on Facebook, Instagram or Twitter sites. Parental consent may be withdrawn at any time and the club will take all reasonable steps to respect the wishes of the parent/carer.