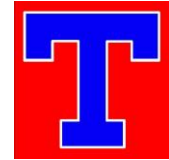




Tiverton Swimming Club

Swim England Photography Guidance



This guidance applies to all images and videos, which are not suspected of falling under the guidance of indecent/child abuse images of children, taken on any type of camera, or recording device (including mobile/smart phones). It applies to all training sessions, activities and events run by a Swim England affiliated organisation.

It should be acknowledged that although most 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

This Guidance aims to help organisations and clubs avoid three often unintended and unforeseen 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.

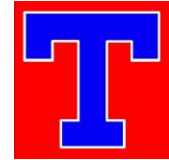
A parent or carer has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or an official photographer,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

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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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.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- **Poolside shots of children should be above the waist only in a swimming costume and preferably when they are wearing a club or alternative top.** Full length shots are possible if the children are fully clothed.
- Photographs should not be taken from behind the starting blocks or that show children climbing in and out of the pool.
- No photographs or video can be taken whilst using changing facilities, toilets or in shower areas.

Photographs and videos within the swimming pool water at Exe Valley Leisure Centre or other indoor or outdoor pool can be taken during a coached session, at a competition or gala or if it 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 organisations must ensure they do all they can to safeguard each child's wellbeing, helping parents and carers understand why they should refrain from including other individual children in such shots.

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 swimming and fitness activities.

When taking any image, they should be asked to:

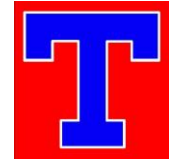
- Focus on the activity rather than the individual child.
- Include groups of children.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming.
- TSC will screen applicants for their suitability (just as they would check any other member 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.

TSC – Swim England Photography Guidance –reviewed 02/2021 (Wavepower2020-23)



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- The club should determine who will hold the images recorded and what is to be done with them after they have served their purpose.

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). Parental consent to film must be gained in advance.

The individual or coach 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.

Photographs and video footage of children undertaking swimming and club related activities may be placed on our club website, in the club newsletter, in the local press and newspapers, on Facebook, Instagram, YouTube or Twitter sites. Parental consent to share photographs or film may be withdrawn at any time and the club will take all reasonable steps to respect the wishes of the parent/carer.

Photography posted by Tiverton Swimming Club officers and coaches on social media is intended to inform, celebrate, educate, promote, and share our club's enjoyment and success in the sport of swimming to a wider swimming community and our sporting national governing bodies.