

GRASSHOPPERS

Rugby • Netball • Social

Photography and Filming Policy Statement

This document that reflects the safeguarding needs in relation to Photography and filming of the children and young people that Grasshoppers Rugby Football Sports & Social Club works with and aligns with other key safeguarding and organisational policies, procedures and standards.

The purpose and scope of this policy statement

Grasshoppers RFS&SC works with children and families as part of its activities. These include: the provision of organised rugby union and other sports training, playing and related activities such as family fun days, awards /celebratory events.

The purpose of this policy statement is to:

- protect children and young people who take part in Grasshoppers RFS&SC's services, events and activities, specifically those where photographs and videos may be taken
 - set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
 - to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people
- This policy statement applies to all staff, volunteers, agents and other adults associated with Grasshoppers Rugby Football Sports & Social Club.

Legal framework

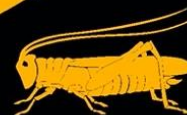
This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

See website for more details

www.grasshoppersrffc.com

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We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

More information about this is available from: learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance.

We will seek to keep children and young people safe by:

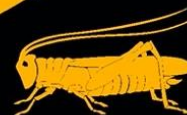
- always asking for written consent* from a child and their parents or carers before taking and using a child's image (see Grasshoppers Photography & Filming Consent Form embedded document).

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- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them) never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information) reducing the risk of images being copied and used inappropriately by:
- only using images of children in appropriate clothing (including safety wear if necessary) avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused and only using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

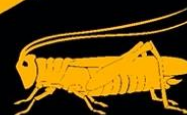
When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

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- reminding parents, carers and children that they need to give consent for Grasshoppers RFS&SC to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for Grasshoppers RFS&SC's use

We recognise that Grasshoppers may use photography and filming as an aid in activities such as 'sport coaching'. The devices or equipment used to capture this material (and the material itself) must be owned and stored securely by the club. Photography and or filming must not be undertaken by any individual (coaches etc) on their own personal devices.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home

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- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Grasshoppers) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Grasshoppers RFSSC will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

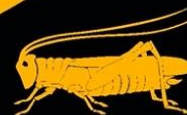
If Grasshoppers RFS&SC is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

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Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 5 years.

We will never store images of children on non-password protected or unencrypted portable equipment such as laptops, memory sticks and mobile phones. Grasshoppers RFS&SC does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Club should be used.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Club Safeguarding Policy.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers
- Safeguarding - working with social media

Contact details:

Photography and images co-ordinators

Name: Section Chairs & All Club Safeguarding Officers

Senior lead for safeguarding and child protection

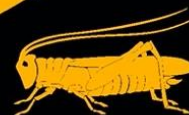
Name: Club Chairman (across all sections Lead Club Safeguarding Officer to be appointed)

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*We are committed to reviewing our policy and good practice **annually**.
This policy was implemented in: September 2020: This policy was last reviewed in:
September 2020.*

* Seeking consent to share images of children and young people When is consent needed?

Grasshoppers RFS&SC will ensure that children are always be consulted about the use of their image and give consent to it being used and shared.

For young people under 16, Grasshoppers RFS&SC will seek parental consent to use an image.

In situations where under 16s are separated from their parents (for example if they are in care) we will seek consent from someone who holds parental responsibility (for example the child's carer or the local authority).

For 16- to 17-year-olds, Grasshoppers RFS&SC will decide if it's appropriate to obtain parental consent, depending on the activity and the young person's circumstances. If we decide parental consent is not needed, we will still consider whether we should still inform parents that the child's photograph is being shared. In most circumstances, parents have a legal parental responsibility for their children up to the age of 18.

How to get consent

To make sure children, young people, their parents and carers understand what they are agreeing to.

- Grasshoppers will make them aware that a photo or video is being taken.

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- Grasshoppers will explain what the image is going to be used for.
- Grasshoppers will ask for their consent to share their image and record this on a written consent form (embedded document) or recorded in an acceptable electronic format.
- Grasshoppers will tell them how long their consent is valid for and how long we will keep the image for.
- Grasshoppers will explain what the club will do if a child or their parents change their mind and withdraw consent at a later stage.
- Grasshoppers will make it clear that if a child's image has been used online or in printed publications it will be very difficult to recall it if consent is withdrawn.

Grasshoppers will keep a record of the written consent that parents, carers and children have given for images being used.

It's good practice to share the photography policy with children and parents and seek their consent at the beginning of the year. You may also need to get additional consent in specific circumstances (if for instance, you are bringing in a professional photographer or the photos might appear in the local or national media).



Safeguarding
Photography and

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