



PHOTOGRAPHY & FILMING POLICY

CHILD PROTECTION

TSC KENT LTD acknowledges our duty of care to safeguard and promote the wellbeing of children and we are committed to ensuring safeguarding practise reflects statutory responsibilities, government guidance and complies with best practice and the respective governing bodys requirements

We have taken our advice on filming and photography from the Child Protection in Sport Unit.

We acknowledge that some children can be particularly vulnerable to abuse and accept responsibility to reasonable and appropriate steps to ensure their welfare.

As part of our photo and filming policy TSC KENT LTD will:

- Prioritise the safety and wellbeing of children and young people
- Ensure that everyone involved with our company understands their roles and responsibilities in respect of safeguarding our participants
- Ensure appropriate action is taken in the event of any incidents/concerns of abuse and provide support to any individuals who raise concerns. Confidential records of all safeguarding concerns are maintained and safely stored.
- Obtain a DBS check and conduct a background check on any photographer that is used by us.
- Ensure robust safeguarding arrangements and procedures are in operation.

WHY WE TAKE PHOTOS/VIDEOS AND HOW THEY ARE USED

We take photos and videos for a variety of reasons:

- To use on our website
- To use on our social media to promote our events and players achievements
- On all of our advertising materials to promote our events
- To create promotional videos
- To use on our youtube channel to promote our sessions and coaching practices
- For use with our staff training and to show good examples of coaching to our staff
- To store on our online training system that shows our practices and coaching sessions to our staff
- To share with our other franchises and TSC Franchising for training and promotional purposes
- To share with third party company 'Dominate your 1v1' for their social media, website, marketing and subscription channels.
- To promote our company in new ways with emerging technology and marketing campaigns

GUIDANCE FOR OUR STAFF ON TAKING PHOTOS

- We will always choose images that present the activity in a positive light, and promote the best aspects of the sport and organisation



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- We will never supply full names of children along with the images, unless:
 - it's considered necessary – such as for elite young athletes
 - it's in the child's best interests
 - the child and parent have consented
- We will only use images of children in suitable dress or kit.
- Activities such as swimming, gymnastics and athletics present a higher risk for potential misuse than others, so images of these activities should:
 - focus on the activity rather than a particular child
 - avoid showing the full face and body of a child – instead show children in the water, or from the waist or shoulders up
 - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- If we are using a professional photographer, we will inform parents and children that a photographer will be in attendance
- Check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken
- Provide the photographer with a clear brief about what is considered appropriate in terms of image content and their behaviour
- Clarify areas where all photography is prohibited (toilets, changing areas, first aid areas, and so on); for more on this, click on the 'Mobile phones and cameras in changing rooms' tab above (or below, on mobile devices)
- We will not allow unsupervised access to children or one-to-one photo sessions at events
- We will not allow photo sessions away from the event – for instance, at a young person's home
- We will clarify issues about ownership of and access to all images, and for how long they'll be retained and/or used
- If we are running large scale events where we are taking photos of large groups. It's usually not reasonable, practical or proportionate to secure consent for every participating child in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents. In these circumstances, organisers should make clear to all participants and parents that these kinds of images will be taken, and for what purposes
- When parental consent is not given we have a responsibility to put in place arrangements to ensure that any official or professional photographers can identify (or be informed about) which children should not be subject to close-up photography. This could involve providing some type of recognisable badge, sticker or wrist band, and/or a system for photographers to check with the activity organiser and/or team manager to ensure it's clear which groups or individuals should not feature in images.
- We will secure images securely, hard copies of images should be kept in a locked drawer, electronic images will be kept on a password protected computer that stays in the TSC KENT LTD office.



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MONITORING OF THIS POLICY

This policy will be reviewed every 3 years or in the following circumstances:

- As a result of any significant changes or events
- Due to the creation of new marketing campaigns and to use videos/photos for any purposes which we haven't previously stated
- Changes in legislation and government guidance
- As required by local safeguarding children board, UK sport or any other regulatory bodies.

Last Updated – 16th May 2018