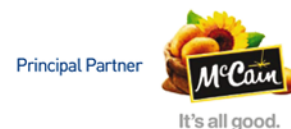
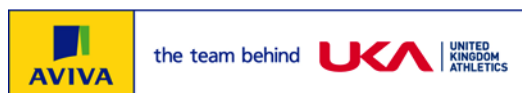


GUIDELINES FOR THE USE OF PHOTOGRAPHIC & VIDEO IMAGES OF CHILDREN/YOUNG PEOPLE UNDER THE AGE OF 18

Adapted from a document compiled by English Squash

**STANDARDS
for SAFEGUARDING
and PROTECTING
CHILDREN in SPORT**



Introduction

UKA is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - *this is X who is a member of Hometown Athletic Club who likes Westlife and supports Manchester United*. This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare in athletics, there is evidence of adapted material finding its way onto child pornography sites. Athletics Clubs and County Associations therefore need to develop a policy in relation to the use of images of children/young people on their web sites and in other publications.

When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

If your Club/County Association are aware of the potential risks, and take appropriate steps, the potential for misuse of images can be reduced.

Key Concerns

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on athletic web sites and other publications. By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- ✓ The publishing of photographic and/or recorded images of children/young people
- ✓ The use of photographic filming equipment at athletic events
- ✓ The use of video equipment as a coaching aid

And 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



- ✓ Parents/carers and children must provide written consent for children's images to be taken and used
- ✓ 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

Publishing Images - Easy Rules to Remember:

- ✓ Ask for written permission from the athlete and carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- ✓ If the athlete is named, avoid using their photograph
- ✓ If a photograph is used, avoid naming the athlete. And **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- ✓ Only use images of players 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 and where possible use photographs that represent the broad range of children/young people taking part in athletics. This might include:
 - Boys and girls
 - Ethnic minority communities
 - Children/young people with disabilities
 - Girls with hair covered e.g. baseball cap or a scarf
- ✓ Ensure that images reflect positive aspects of children's involvement in athletics (enjoyment/competition etc)

Use of Photographic Filming Equipment at Athletic Events

UKA does not want to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take



inappropriate photographs or video footage of children/young people. All Clubs and County Associations should be vigilant about this possibility. Any concerns during an event should be reported to the Club/County Welfare Officer.

UK Athletics strongly recommend the introduction of two types of registration for those wishing to take photographs or video footage of children/young people:

Day Pass

An application should be made to the organising body who will issue an identification pass giving an individual the authority to take photographs or video footage of children/young people at a particular nominated event.

'Season Ticket'

An application should be made to the organising body who will issue an identification pass giving an individual the authority to take photographs or video footage of children/young people throughout the course of a given season.

You should:

- ✓ Inform athletes and carers that 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/young people without consent for images to be taken.
- ✓ Provide a clear brief about what is considered appropriate in terms of content and behaviour
- ✓ Issue the photographer with identification which must be worn at all times
- ✓ Do not allow unsupervised access to athletes or one to one photo sessions at events
- ✓ Do not approve/allow photo sessions outside the events or at a athletes home

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- ✓ Carers and spectators should be asked to register at an event if they wish to use photographic equipment including mobile phones with photographic technology
- ✓ Competitors and spectators should be informed that if they have concerns they can report these to the organiser
- ✓ Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official, and



recorded in the same manner as any other child protection concern

Videoing as a coaching aid

Video can be a legitimate coaching aid for club and county 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. This could be rolled into the consent on the registration form.



EVENT REGISTRATION FORM – DAY PASS

THIS FORM SHOULD BE COMPLETED BY ANYONE WISHING TO TAKE **PHOTOGRAPHS OR RECORDING IMAGES** AT A PARTICULAR ATHLETIC EVENT

Name

Address

Post Code

Tel. No.

Event Name

Event Venue

Event Date

I wish to take photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by UK Athletics and confirm that the photographs or recorded images will only be used in an appropriate manner:

Please describe below how photographs or recorded images will be used

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at athletic events in the future.

Signed

 Date



Event Registration Form – ‘Season Ticket’

THIS FORM SHOULD BE COMPLETED BY ANYONE WISHING TO TAKE **PHOTOGRAPHS OR RECORDING IMAGES** AT ATHLETIC EVENTS DURING A SEASON

Name

Address

Post Code _____

Tel. No. _____

Season Date _____

I wish to take photographs or record images during the course of the above season. I agree to abide by the guidelines laid down by UK Athletics and confirm that the photographs or recorded images will only be used in an appropriate manner.

Please describe below how photographs or recorded images will be used

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at athletic events in the future.

Signed _____ Date _____



Parent Consent Form

ATHLETICS CLUB or ORGANISATION

1. Details of athletic activity:

From: _____ To: _____

I agree to (Child's name)

taking part in this activity. I agree to _____'s participation in the activities

described. I acknowledge the need for _____ to behave responsibly.

2. Medical information about your child.

- a. Any conditions requiring medical treatment, including medication? YES/NO
If YES, please give brief details:

- b. Please outline any special dietary requirements of your child and the type of pain or flu relief medication that your child may be given, if necessary.

For residential visits and overseas trips only



c. To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

d. Is your child allergic to any medication? YES/NO. If YES, please specify:

e. When did your child last have a tetanus injection?

I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the specified end of the activity.

3. Photography and Recorded Images

(INSERT Club or organisation) recognises the need to ensure the welfare and safety of all young people in athletics.

In accordance with the UK Athletics child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people.

The (Club or organisation) will follow the guidance for the use of photographs a copy of which is available from the Club/County Welfare Officer or www.ukathletics.net

The (Club or organisation) will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club/County Welfare Officer immediately.

INSERT NAME (parent/carer) consent to (INSERT club/organisation or a photographer appointed by Club or organisation) photographing or videoing my



child's involvement in athletics for the period of time shown on this form for the purposes of publicising and promoting the club or sport, or as a coaching aid.

Signed: _____ Date: _____

(INSERT NAME OF CHILD) consent to (INSERT Club or organisation) photographing or videoing my involvement in athletics for the period of time shown on this form, and agree to them being published to promote the club or sport.

Signed: _____ Date: _____

4. Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Emergency contact:

(Name)

Contact telephone numbers (incl. national code):

Work: _____ Home: _____

Mobile: _____

E-Mail: _____

Alternative Emergency contact:

Contact telephone numbers (incl. national code):

Work: _____ Home: _____

Mobile: _____ E-Mail: _____

Name of your family doctor: _____

Tel: No. _____

Address: _____



Signed: _____ Date: _____

Full Name (Capitals):

This form must be completed and returned to the Child Officer at the club (or county if applicable to county activity) and retained in a confidential place. The person in charge should take a copy of the form to the activity (ies) included within the dates overleaf.



Use of Photographic & Video Images of Children/Young People under the age of 18 Policy Statement

(Name of Club/Organisation) is committed to providing a safe environment for children/young people under the age of 18 to participate in athletics. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

(Name of Club/Organisation) have adopted the following good practice guidelines issued by UK Athletics:

Publishing Images

- ✓ Through the use of a Consent Form, we will ask for the permission of young athletes and their carers to take and use their image. If an athlete is named, we will avoid using their photograph
- ✓ If a photograph is used, we will avoid naming the athlete.
- ✓ We will **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person
- ✓ We will only authorise the use of images of players in suitable dress (Tracksuit, on court clothing i.e. T-shirt/shorts/skirt, off track clothing)

Use of Photographic Filming Equipment at Athletic Events

(Name of Club/Organisation) will:

- ✓ Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- ✓ Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology.
- ✓ Issue an identification pass which must be worn and clearly visible at all times during the event
- ✓ Not allow unsupervised access to players or one to one photo sessions at events
- ✓ Not approve/allow photo sessions outside the events or at a athletes home
- ✓ Act on the concerns of any athletes and parents regarding the inappropriate use of photographic equipment
- ✓ Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid. Consents?
- ✓ Ensure that any photographic images taken and used will be stored safely.

