

Photography and Filming Policy

This policy is important to address the main concerns that are raised when photographing members of Shinfield Tennis Club, especially the junior members.

Please assume that taking of photographs of a junior is not allowed. All parents have been asked, on their application forms, whether or not they permit photos of their children to be taken. If you wish to take photos, ask a member of the committee if it is permitted. Do not approach parents individually; they shouldn't be made to feel that they have to justify their decision or identify which children can't have their images recorded. Sometimes a court order will prohibit recording and publishing images of a young person.

Guidelines for recording images

All children featured in recordings must be appropriately dressed, with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, i.e. a minimum of vest/shirt and shorts.

The photograph should ideally focus on the activity. Where possible, images of children/young people should be recorded as small groups - the group may comprise any combination of adults and children.

Any inappropriate use of photography or of images will be reported to the LTA Child Protection or the police.

Policy on the use of images of children and young people (under the age of 18)

Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, tennis players and their parents/carers should be made aware that this forms part of the tennis programme, and any recordings will be used, stored and destroyed with care.

Guidelines for publishing images

If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed.

Photography and film at tennis events

By following the guidelines below, we will be taking steps to safeguard our children

- If we are commissioning professional photographers or inviting the press to a tennis event, it is important to ensure they are clear about our expectations of them in relation to child protection
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer(s) with identification, which must be worn at all times
- Inform participants and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs
- We will not allow unsupervised access to players or one-to-one photo sessions
- We will not approve/allow photo sessions outside the event or at a player's home
- Ensure that photographers are able to identify any players who have not consented to being photographed
- If parents or other spectators wish to photograph or video **their** children participating at an event, they should also be made aware of our expectations
- Parents and spectators will be required to register at an event, if they wish to use photographic equipment
- A range of companies now provide photography services that make professional photographs available to parents and players. These companies should know about and meet specific standards agreed with the LTA. Contact LTA Child Protection for further information.

Participants and parents will be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.