

## Photography & Filming Policy Statement

### Purpose

The purpose of this policy statement is to:

- ✓ protect children, young people<sup>1</sup> and adults at risk, who take part in Canoe Avon activities and events where photographs and videos may be taken;
- ✓ set out the overarching principles that guide our approach to photographs/videos being taken of children, young people and adults at risk during Canoe Avon activities and events;
- ✓ to ensure that Canoe Avon operates in line with our values and within the law when creating, using and sharing images of children, young people and vulnerable adults.

This policy statement applies to all club members, volunteers, race participants and others associated with Canoe Avon.

### We recognise that:

- ✓ we have a responsibility to take, share and use images of children and adults safely;
- ✓ sharing photographs and films of our activities can help us celebrate the successes and achievements of our children, young people and adults, provide a record of our activities and raise awareness of the Club;
- ✓ children, young people and their parents have a right to decide whether their images are taken and how they may be used - consent to take images of children and young people is only meaningful when children and young people, and their parents 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;
- ✓ adults have a right to decide whether their images are taken and how they may be used;
- ✓ consent for use of images only applies for the purpose that is stated at the time of recording and their reuse in any other promotional material is not permitted;
- ✓ there are potential risks associated with sharing images online.

### Our commitments

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

- ✓ always asking for written consent from a child or young person and their parents before taking and using a child's image;
- ✓ always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children;

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<sup>1</sup> The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.

- ✓ not using the names of children whose images are being used in our published material whenever possible;
- ✓ always asking for consent from an adult before taking and using their image, when they are the main subject or would be recognised. If we have any concerns that an adult does not have the capacity to give consent, or understand that images are being taken during an activity, this must be discussed with them, including if appropriate, any support person or personal assistant for the adult;
- ✓ never publishing personal information about the person whose image is taken;
- ✓ reducing the risk of images being copied and used inappropriately by:
  - only using images where people are appropriately dressed (including safety wear) – consideration shall be given to whether it may be better to wear a t-shirt or other clothing over a swim suit;
  - avoiding full face and body shots of children taking part in activities;
  - using images that positively reflect people's involvement in the activity;
- ✓ making it possible for consent to be withdrawn and explaining that if consent for an image to be shared is withdrawn, it may not be possible to delete images that have already been shared or published;
- ✓ reporting and investigating abuse or misuse of images through our child and adult safeguarding procedures, or those of British Canoeing.

### **Use of photographs and films for personal use**

When children, parents or spectators are taking photographs or filming during activities 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:

- ✓ reminding parents, children and young people that they need to give consent for Canoe Avon 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 and their parents and adults 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, young people and parents who they can talk to if they have any concerns about images being shared.

### **Photography and filming for use by Canoe Avon**

At events where general images of the event, the site, and award ceremonies are being taken, those present shall be informed of this and asked to let the organiser know if they do not want to be included.

Club coaches may use photographic or video equipment as a legitimate coaching aid and a means of recording special occasions; however, consent from children, young people and their parents must still be obtained.

Photographs and videos of children and young people must be stored securely, in accordance with data protection legislation and guidance.

Electronic images of children and young people shall be stored in a protected folder with restricted access. Files shall be stored for no longer than two years.

If people such as local journalists, professional photographers (not hired by Canoe Avon) or students wish to record one of our events and share the images professionally or in the wider world, they must seek permission in advance. The Canoe Avon Welfare Officer shall decide whether to grant permission and shall ensure that appropriate safeguards are put in place in accordance with National Society for the Prevention of Cruelty to Children (NSPCC) and Ann Craft Trust guidance.

Images shall not be taken of a child or young person who is the subject of any court order or where consent has not been granted.

Images shall not be taken of an adult where consent has not been granted.

### **If consent to take photographs is not given**

If children, young people or parents, or adults do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them, and ensure this is done in a way that does not single out the child, young person or adult and make them feel isolated.

We will never exclude a child, young person or adult from an activity because we do not have consent to take their photograph.

## **Document History**

Policy Owner:	Andrew Hains
Policy approved by:	Canoe Avon Committee
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Next review date:	January 2025

## **Distribution**

Committee  
Membership  
Website