

Photography and Filming Policy

This policy applies to all types of image capture - photography and/or video.

These principals are valid and transferable to all club members, children, young people, and adults at risk.

Photographers

Permission must be obtained from a child/young person and from their parents/carers before taking photographs.

Children, young people, and their parents/carers have a right to decide whether their photograph is taken and how these may be used, and a right to refuse. If asked not to, do not take photographs; you must respect their choice.

Members taking photographs should be clear about how and how long images will be securely stored, how the images will be accessed, associated consents and how other information will be controlled.

Do not take unsupervised photographs of a child or young person.

Only take photographs of children and young people in suitable dress/kit.

Photographs must only be stored for as long as is necessary, for the purpose for which they were taken and then should be deleted. They must be stored securely.

Website and Social Media

Photographs of children/young people can only be used on the club website and/or social media if permission has been obtained from their parent/carer.

Photographs should reflect positive involvement in archery (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of archery.

When publishing an image do not include the full name of the child or young person. Where necessary, instead use only their first names.

Members should not publish photographs of other people's children on public social media sites without the consent of the child and parent/carer. They should also not name any child in any way which makes them identifiable through comments they may add to social media.

Avoid the inclusion of other detailed information about children/young people.

Any inappropriate or intrusive photographs or their inappropriate use must be reported to the Safeguarding Officer, using the club Incident or Complaint Report form.

Coaching Videos

Coaches are encouraged to use video as a legitimate coaching aid which should be done on the Club's Coaches iPad.

Before making a video, the Coach must ask permission of the child/young person and their parent/carer.

Public Shoots

Please see SCG 05 - Photographing and Filming Children/Young People in Sport on the club Admin noticeboard if arranging a public shoot (not a club shoot).

There is detailed guidance [for](#) the requirements to create a register of any persons wishing to take photos/[videos](#) and this must be kept for 5 years.