



SIDMOUTH & OTTERY HOCKEY CLUB



POLICY FOR TAKING & USING PHOTOGRAPHIC & RECORDED IMAGES OF YOUNG PEOPLE

INTRODUCTION

Sidmouth & Ottery Hockey Club (the Club) is committed to providing a safe environment for young people. We do this, in part by applying our [Safeguarding and Protecting policy](#).

This policy supplements our safeguarding and protecting policy to ensure that all necessary steps are taken to protect young people from the inappropriate or uninformed use of their images in resources and media publications, on the internet, and elsewhere. This policy is based on guidance provided by England Hockey.

Positive images of young people enjoying hockey are essential to promote the sport and a healthy lifestyle. Parents/carers want to celebrate the achievements of their children through photographs and recorded images. They may wish to use photographic or video evidence to support school work. Recorded images can also be a valuable coaching aid for use by the Club.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. Additionally, images can be used or adapted for inappropriate use. This includes any device that is equipped to capture and record images (e.g. digital camera, video recorder, mobile phone, tablet etc.) both live and delayed.

POLICY

The purpose of this document is to provide the policy framework to ensure that good practice is implemented for the taking and use of photographic and recorded images.

The Club plays most of its hockey at “home” at Sidmouth and Ottery Leisure Centres. Our junior teams compete in tournaments in Devon and across South West England and, occasionally, out of the region. Juniors playing in senior teams play within the area covered by the West Clubs’ Hockey Leagues at public leisure facilities, on school premises and hockey club owned venues.

For taking and using photographic and recorded images of young people for hockey played at “home” locations in Sidmouth and Ottery, the Club is bound by the relevant policies of Leisure East Devon (LED). Its policy is applied by Sidmouth and Ottery Leisure Centres.

For hockey played in other locations, the Club is bound the policy of the venue or club hosting the “away” fixture. In the absence of such a policy, this policy should be applied in order to provide the necessary protection.

CONSENT

All parents/carers and their child (Under 18 years) are required to sign a declaration on joining the Club that they give their/withhold their consent for photographs and recorded images to be taken for use in the local press for sports news, Club promotion and on the Club website. This includes any reproductions or adaptations of the images for all general publicity purposes.

PROCEDURES

The Club has the following “good practice” requirements for the taking and using photographic and recorded images:

- If the player is named in an article or caption, it should not be possible to identify the image with the named person.
- If a photograph is used, avoid naming the player.
- NEVER publish personal details (email addresses, telephone numbers, addresses or other information relating to the location) of a young person.
- Only use images of players in suitable dress.
- Focus on the activity rather than a particular young person and where possible use photographs that represent the broad range of young people taking part in hockey. This might include:
 - boys and/or girls
 - ethnic minority communities
 - young people with disabilities.
- Ensure that images reflect positive aspects of young people’s involvement in hockey.
- Do not simultaneously stream of images onto a website.
- Delayed streaming also provides the opportunity for editing of inappropriate clips. In particular, this can guard against the possibility of an image of a young person. Subject to legal restrictions appearing on a website.
- All access to images should be restricted. It is recommended that where images are acquired for distribution, including commercially, access to them is by individual registration.
- All reasonable measures are to be taken to ensure that the information stored is secured against malicious access, either internal or external e.g. hackers or malicious code.

Any concerns regarding inappropriate taking or publishing of photographic or recorded images must be reported to our Club [Welfare Officer](#) or 07738 022212.

USE OF PHOTOGRAPHIC OR RECORD IMAGE EQUIPMENT AT CLUB EVENTS

If for any reason, the Club organises an event involving young people when either the Ottery or Sidmouth Leisure Centres' arrangements are not used, the Club will apply the following good practice in taking and publishing images of young people:

- A registration system is used for individuals wishing to take photographic or recorded images. Individuals will be required to register where any device is being used (this includes mobile phones). Individuals should be asked to provide formal identification e.g. driving license.
- Registration will include a question as to how the images will be used after the event i.e. personal family use, club website, social networking etc - see Photo Consent Registration Form.
- Where a mobile phone camera is being used, the 'audible sound' of an image being taken should be used.
- We will issue the registered photographer with a sticker that will confirm that they have permission to take images that should be worn visibly whilst in the vicinity of the playing area.
- Public information. A notice regarding the event's photography registration policy will be displayed prominently. Sample recommended wording is: In line with the recommendation in England Hockey's Safeguarding and Protecting Young People Policy and associated good practice:

" .. the promoters of this event request that any person wishing to take photographic or recorded images should register their details with XXXXX (the event organiser) at the XXXX (place) before carrying out any such activity. The organiser reserves the right to challenge and report anyone they deem to be taking inappropriate images.