

FILMING AND PHOTOGRAPHY POLICY

INTRODUCTION

The Filming and Photography policy is not about preventing parents/guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. Taking filming and photographic images/video footage at Events (see definition below) of children/young people is a normal daily activity for a sporting organisation. This policy proposes safeguards so as to minimise the inappropriate use of images.

AIM OF POLICY

The aim of this policy is to ensure the safety and well-being of all members of Community Games when using filming and photographic equipment.

PURPOSE OF POLICY

This document provides clear and precise guidelines for all members to follow when using filming and photographic equipment.

DEFINITIONS

Throughout this policy the use of the word 'image' refers to all photographic and film/video footage.

The term 'event' may include competition, training session, social function or any activity organised at any level of the sporting body.

Community Games organisers includes organisers at Area, County, Provincial or National level.

PERMISSION

Permission is sought by Community Games to ensure that young people and parents/guardians are aware of when and how images may be used. Third party photographers, film/videographers or other organisations employed to take images must complete the Self-Declaration form (see Appendix 1). A separate permission form can be used where permissions from young people and parents has not been sought through other means i.e. membership/registration forms (Appendix 2).

Persons wishing to use photographic devices at Swimming and Gymnastics events must first register with the event organiser.

For registration each person may be required to produce proof of identification (see Appendix 3 for Registration Form).

Announcement at events regarding taking and the use of images

The following announcement should be read out at the start and during an event to ensure everyone is clearly aware of the policy:

"All persons wishing to take photographs or film footage at this event must first register their device(s) with the camera registration desk. Please note proof of identity is required. The Community Games has been authorised to take photographs of individuals in accordance with our policy."

ENVIRONMENTS WHERE FILMING AND PHOTOGRAPHY ARE NOT PERMITTED

There are certain environments that are inappropriate for images to be taken irrespective of any permission sought. In certain cases it may be an offence to take an image.

FILMING AND PHOTOGRAPHY POLICY

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

- Changing rooms
- Open changing areas such as 'villages',
- Individual changing/private cubicles provided for personal use
- Toilets
- Medical/physiotherapy treatment rooms

Every member and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate. Guidance can be sought from the National Children's Officer.

TYPES OF APPROPRIATE IMAGES

Only use appropriate images of children:

- Posed images e.g. medal ceremonies, presentations and team shots should be of children wearing tracksuits or t-shirt and shorts
- Action shots of children may be used where the focus is on the participation in the sport and not the child
- Images of children should not be taken where the pose is inappropriate e.g. open legs; from behind bending over, etc.

Flash photography is prohibited for any activities where it affects the performance or may have the potential to cause harm to the participant.

USE OF IMAGES

Images can be taken for a variety of purposes; these can include administration or personal use, publicising the sport or enhancing the skill development with the sport. Persons taking images are reminded that some action poses may be inappropriate and not suitable for use/publication.

- Personal images – these are images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This could include a professional photographer with permission to take images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publically.
- Training images – these are images or footage taken during a training sessions or during an event specifically to aid the development of a skill or technique for the young person. We expect these images to be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes. These types of images would not be distributed outside teaching/coaching purposes.
- Media images – these are images taken by an individual from the media, i.e. TV, newspaper or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive.

FILMING AND PHOTOGRAPHY POLICY

USE OF IMAGES ON SOCIAL MEDIA

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately and safeguards must be in place to protect young people:

- Personal details of a young person should not be given
- Any caption shall be in keeping with the sport represented
- The purpose of the posting shall not breach the codes of conduct
- The type of image shall not breach any requirement stated within this policy

STORAGE OF IMAGES

Storage includes any image stored as a hard copy or electronically including social media, photographic archives or individual personal databases e.g. personal cameras, phones, etc.

Storage of personal images is a matter for the parent/guardian and the child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required ensure that they are properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory/temporary files.

REPORTING OF INAPPROPRIATE IMAGES

Taking inappropriate images

If there is any concern about the nature of images being taken this should be reported to the responsible person who will refer to the statutory authorities. The concerned individual may also report directly to the statutory authorities. Statutory authority details can be found in the Community Games Child Protection Policy.

Non-authorized taking of images

If you are concerned about individual taking images at an event you should verbally report your concerns to the relevant responsible person. A responsible person may be the children's officer, head coach, event manager, event controller or facility manager. This may include, if necessary, reporting the non-authorized taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorized taking of images to the facility manager.

Inappropriate use of images

FILMING AND PHOTOGRAPHY POLICY

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/guardian of any young person involved
- The person responsible for posting the image
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities

Inappropriate use of images may result in a complaint/disciplinary procedure against those involved within the NGB – see policy.

Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/>

INSTALLATION OF CCTV IN A FACILITY

The use of CCTV is a positive step in safeguarding facility users. The knowledge of potential blind spots, access to and use of images and the procedure for dealing with incidents or misbehaviour is important for Areas.

Information regarding the presence of CCTV within a facility should be available to participants, volunteers and parents.

The Community Games organisers (at Area, County, Provincial or National) should have a copy of the facility's policy regarding the use of CCTV and access to images – this may form part of the Community Games/Facility agreement. Queries regarding the use of CCTV are a matter for the facility/operating company – if a query arises during a training session or event the Community Games organisers may wish to deal with this as it is the Community Games that has the agreement with the facility.

The following should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV?
- The number of cameras located in the specified areas
- Are any spectator areas covered (i.e. can someone misbehaving in this area, or indeed an individual regularly turning up for less than innocent viewing purposes be monitored?)
- Any sections of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant.
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time
- Who has access to the password protected files?

The important fact to remember is that CCTV does not replace vigilance and proper supervision as required by the National Governing Body.

MONITORING AND EVALUATION

This policy will be reviewed annually by the Chief Executive Officer by the 1st February of each year.

FILMING AND PHOTOGRAPHY POLICY

Appendix 1

DISCLOSURE OF CRIMINAL CONVICTIONS AND RELEVANT INFORMATION Information for Service Provider employees

(Please read this information carefully)

Community Games is committed to creating and maintaining the safest possible environment for young people who participate in the sport, which reflects the guidelines contained in our Child Protection and Code of Conduct Policies. Part of our procedures is to ensure that all adult members working with young people complete the vetting process through the Central Garda Vetting Unit/National Vetting Bureau (ROI) or AccessNI (NI).

However Community Games may employ an individual to provide a service that would usually require that individual to be successfully vetted. We require these individuals working with our young members to complete the self-declaration form on pages 2 and 3.

Community Games requests information regarding criminal convictions or any other relevant information in respect of working with young people. Any information supplied will be treated confidentially and considered in the context of the role/the nature of the offence.

Please complete this form as accurately as possible and return it marked "Confidential" to the Children's Officer or to other person as advised, see below for contact details

Children's Officer Name: _____

Address: _____

Thank you for your co-operation.

Self-Declaration for Service Providers Employees

All answers will be treated in a confidential manner.

1. Have you ever been asked to leave a sporting organisation?

Yes No

2. Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes No

3. Have you ever been known to the Statutory Authorities or Social Services department as being a risk or potential risk to children?

Yes No

4. Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes No

(If you have answered yes to any questions above we will contact you in confidence)

Confirmation of Declaration (<i>tick boxes below</i>)	
I agree that the information provided here may be processed in connection with my role and I understand that any role may be withdrawn or immediate dismissal from the role I provide if information is not disclosed by me and subsequently come to the organisation's attention.	
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
I understand that the information contained on this form and information supplied by third parties may be supplied by Community Games to other persons or organisations in circumstances where this is considered necessary to safeguard other children.	

I declare that the answers I have given above are complete and correct to the best of my knowledge and I will inform the Community Games of any changes.

Signature: _____

Print Name: _____

Company: _____

Date: ____/____/____

Appendix 2

Photographic and Filming Devices Registration Form

