



CITY OF DERBY SWIMMING CLUB

Affiliated to ASA East Midland Region and Derbyshire ASA

Supported by



Photographic Policy

1 Photographic Policy

The following information is based on Section 60 of ASA 'Wavepower 2009 - 2011 (May 09)'.

1.1 Why Have a Policy?

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming). The terms "child" or "children" include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

To set out such procedures, this Policy has been prepared by the ASA and adopted by the City of Derby Swimming Club.

The ASA acknowledges the assistance of the Premier League and is grateful for their consent to the reproduction of elements of the Premier League Code of Practice "Images of Children's participating in Activities at Premier League Clubs" within this Policy.

1.2 Aims of this policy

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice. Second, the ASA aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'
- c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:
 - They are removed from their family for their own safety
 - There are restrictions on their contact with one parent following a parental separation
 - They are a witness in criminal proceedings.

The ASA have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. not a parent/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.





CITY OF DERBY SWIMMING CLUB

Affiliated to ASA East Midland Region and Derbyshire ASA

Supported by



1.3 Recommended best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("Publication") should only be done with parents' consent and in line with ASA guidelines.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore, no photo will be sent to press or be displayed on the City of Derby notice board, without the parent/guardian's consent.
3. Under ASA guidance on the taking of photos, at City of Derby Open meets, once a parent has signed the City of Derby Photography Book Register they can take photos of their swimmers as the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/guardian taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.
4. In the case of open meets and other competitions where the City of Derby SC has an official photographer present, all parents attending will be made aware of this in the meet details. If photos are to be published anywhere, the individual parent will be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. The ASA guidelines on photos for publication are that all photographs must observe generally accepted standards of decency in particular:
 - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume
 - Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved
 - Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.

1.4 Photography and photographing swimmers policy

Published photographs may identify the swimmer by name and club but will not state the swimmer's place of residence or school attended. The ASA do not wish to stop parents photographing their children if they wish at their "moments of glory" but in line with ASA Policy, City of Derby SC will ensure we do all we can to safeguard children's well-being.





CITY OF DERBY SWIMMING CLUB

Affiliated to ASA East Midland Region and Derbyshire ASA

Supported by



1.5 The official photographer

The aim of each official photographer will be to help celebrate and promote swimming. When taking an image, they will be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities.

The City of Derby SC will screen the official photographer for their suitability (just as for any other member of staff or volunteer working with children) and then provide training for them in the Club's Safeguarding Children policies and procedures.

The official photographer (whether a professional photographer or member of the club staff) will receive clear instructions, preferably in writing, from the club at an early stage.

The City of Derby SC will provide the official photographer with a copy of this Policy and a clear brief about what is appropriate in terms of content - images should not be allowed to be taken outside the activity being covered.

The City of Derby SC will determine who will hold the images recorded and what is to be done with them.

1.6 Policy on videoing children during club sessions

The City of Derby SC does not permit videoing of children during club sessions except for videos that are taken by the coaches (or under the supervision of coaches) e.g., to assist in swimming stroke development.

Assuming a video is taken then prior written consent will be required from the parents/guardian of the children involved. Those parents/guardians involved will be invited to attend the videoing where possible and subsequently view the video. If any parent/guardian expresses a concern, then the videoing will cease and the recording destroyed. After videoing, unless it can be justified as to why the video is to be kept, the video will be destroyed once it has served its purpose. Additionally, the person operating the video recorder should be extremely careful in selecting the content of the video.

1.7 Mobile phones

Mobile phones should be registered as a camera if it has that facility in line with Club policy on cameras.

While the ASA does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a "noticeable sound" that it is audible if a phone camera is used.

The City of Derby SC, in line with Derby City Council regulations, does not permit the use of mobile phone cameras on poolside or in changing rooms.

