

Skerries AC Photography and Filming Policy

Permission to take images Permission is sought by the Skerries AC in our membership forms to ensure that young people and parents/carers are aware of when and how their images may be used. Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means.
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form.

Taking images in certain environments

Skerries AC shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images. 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/physio treatment rooms.

Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.

Types of appropriate images

Only appropriate images of children should be used, for example:

Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits.

Action shots of young people where the focus is on the participation in the sport, not the athlete. Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

Safe use of images Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

Types of images and appropriate use:

- ❖ Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking 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 young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young persons coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.
- ❖ Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.

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. The following safeguards must be in place to protect young people: •

- ❖ Personal details of a young person should not be included.
- ❖ Captions should be in keeping with the sport represented.
- ❖ The posting and any purpose should not breach the codes of conduct.
- ❖ The type of image should not breach guidance in this policy.

Storage of Images

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their 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 they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

Inappropriate