

# Ware Swimming Club Photography Policy



*The terms 'Child' or 'Children' in this document include anyone under the age of 18 and vulnerable adults.*

- At Ware Swimming Club we believe that the welfare of children is the primary consideration. This document sets out the club's policy on photography and guidelines that ensure club members, parents and volunteers fully understand the issues around safeguarding.
- The purpose of photography is to provide parents with evidence of the achievements of their children, reinforce with members their achievements, and to enhance press releases, club notice board displays and the club website.

This policy covers the taking, storage and use of photographs of club members under the age of 18.

## **The following basic principles will apply:**

1. Generally, photography will not be allowed without permission from the club during any Club sessions or when members are under the direct supervision of the Club.
2. Only those persons who have been appointed by or given express permission by the Club shall be permitted to take photographs. Those persons shall be CRB checked.
3. Photographs of the swimmers will only be taken with consent of the swimmer and their parent/guardian.
4. Where photographs are to be used by the club, permission will be sought from the members/parent/guardians for their use.
5. Names shall not be associated with images of members unless express consent from a parent or guardian is given. Under these circumstances, the parent or guardian must be made aware of the risks of associating names and images.
6. No photographs will be taken of members in swimwear unless in the water.
7. Photographs will be stored in a safe place and only made available to those persons who have an appropriate official use for such images.
8. Photography of any kind, whether by camera or phone in the changing rooms is strictly prohibited and will be dealt with as a serious misconduct issue and may be referred to the Police for investigation.
9. At all times the Club and its members shall comply with the ASA guidelines on Photography and Child Welfare.

## Detailed interpretation of the Policy

- At some galas/meets hosted by Ware Swimming Club, photographs will be taken by a designated professional photographer who is CRB cleared. Professional photographers/filming/video operators who have been invited to record images at events hosted by Ware Swimming Club will have their accreditation/professional identification verified by the Ware Swimming Club Events Manager (ideally at least 5 working days before the event). These details will be recorded and held by the Events manager. Spectators/parents/guardians will be informed as to the identity of the official photographer by the announcer and in the programme. Photographs taken by such photographers will be posted on a secure website which requires a password. It is the responsibility of parents to inform designated meet photographers if they wish any photograph(s) of their children to be removed from display (either at the event, or on the secure website following the event).
- Spectators will be reminded (at the entry desk, in the programme, and by the announcer) that the taking of photographs by members of the public is not allowed.
- At some galas/meets and club sessions hosted by Ware Swimming Club, photographs will be taken by a designated volunteer who is approved by the committee and is CRB cleared. Spectators/parents/guardians will be informed as to the identity of such photographers. A record will be kept of all such photographers.
- At galas/meets hosted by other clubs, it is the responsibility of the parent(s) to familiarize themselves with the arrangements regarding the photography of swimmers at the event.
- No other photography will be allowed at any Ware Swimming Club sessions/meets.
- The parents, of all members of Ware Swimming Club who are under 18 years, will be issued with a permission form (attached) each year with their membership pack.
- Photographs of swimmers whose parents/guardians have not given their permission (see above) will not be used in press releases, club notice board displays or on the club website. Any parent/guardian has the right to refuse a child being photographed. The Welfare Officer will keep designated photographers, the Communications Team, the Website Manager and Team Managers informed of the names of such children. Parents/guardians can ask at any time for a photograph of their child to be removed from display on a club notice board or on the club website.

## All approved photographers will adopt the following code of practice:

### Action Shots:

- Action shots should only be taken of swimmers in the water – or in the process of entering the water (diving). Shots of swimmers diving into the water should only be from the side (or from above from the far end of the pool).

### Team, Group, ‘Social’ and Presentation Shots:

- In group (and individual) shots, it is preferable that subjects are in their club tracksuit. At presentations, images of subjects should be above the waist (preferably head and shoulders). Swimmers will be strongly advised by photographers and event organizers to wear a club shirt/top at all presentations. Any photographs of swimmers not wearing a top will not be made available for public viewing (on the photographer’s display, on the club website, on notice boards or in press releases) without the specific authority of the swimmer’s parent(s)/guardians.
- Photographs of children taken in named kit should only be used in press releases, club notice board displays and on the club website with the permission of the parent or guardian (see Parental Permission Form).
- Any parent/guardian has the right to refuse a child being photographed. Designated photographers, the Communications Team, the Website Manager and Team Managers must be made aware of the names of such children by the Welfare Officer, and ensure that such children are not photographed nor included in any group photographs. Should any photograph(s) be taken inadvertently by a designated photographer, then it is the responsibility of the parent to inform the photographer to remove the photograph(s) from any display.
- Individual photos will not be put on the club website unless parental consent has been received.
- No team, group or individual photographs will be published by the website manager without consulting the welfare officer or in their absence, a member of the Ware Swimming Club committee.
- No ‘casual/social’ photographs taken by swimmers/parents (eg. on the team bus, at a club social event) should be posted on any social networking website eg. Facebook, Picasa, where they are in the public domain.

### **Mobile Phones**

Mobile phones are not prohibited, but the use of mobile phone cameras is. The policy on photography applies to mobile phone cameras.

Ware Swimming Club does not support the banning of phones as children need them to keep in touch with parents, particularly in emergencies, and supports the requirement that manufacturers ensure they add a ‘noticeable sound’ that it is audible if a phone camera is used.

Dear Parent/Guardian,



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Please would you review the document,  
complete the Permission Form and return to :

Mrs Nicola Rix  
Cedar Cottage, Wellpond Green  
Standon, Ware, Herts, SG11 1NJ

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**PHOTOGRAPHS OF SWIMMERS  
PERMISSION FORM**

Photographs of Ware Swimming Club swimmers may be taken by a designated professional or a designated volunteer approved by the committee at galas/meets or club sessions.

All such photographers will be CRB cleared and follow the principles identified in the club's photography policy. This policy is available on the Ware Swimming Club website ([www.waresc.org.uk](http://www.waresc.org.uk)). Hard copies are available upon request to any Ware Swimming Club committee member.

This permission will endure unless modified in writing to the Welfare Officer.

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**PARENTS/GUARDIANS OF WARE SWIMMING CLUB SWIMMERS UNDER 18 YEARS:**

Please complete as appropriate and ensure the slip is signed & dated.

- a) I/We give my/our consent for any photographs of my/our children to be taken and published (Press Releases, Newsletters, Notice Boards, Club Website) provided that the photographer has been CRB cleared and is following procedures as identified in Ware Swimming Clubs Photography Policy.

I/We give consent for my/our child(ren) to be identified in any photographs used

YES / NO

- b) I/We give my/our consent that any photographs taken in accordance with paragraph a), above, of my/our child(ren) be published without the club obtaining my/our prior permission.

YES / NO

Name of Swimmer (s): \_\_\_\_\_

Name of Parent/Guardian(s): \_\_\_\_\_

Signature of Parent/Guardian(s): \_\_\_\_\_

Date: \_\_\_\_\_