POLICY ON THE TAKING AND USE OF PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

Fylde Hockey Club adopts England Hockey’s policy for the taking and use of Photographic and Recorded Images of Young People and works in accordance with the following statement:

Introduction

Fylde Hockey Club does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, Fylde Hockey Club is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the *inappropriate* use of their images in resources and media publications, on the internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to ‘groom’ young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

* The taking and/or publishing of photographic and recorded images of young people
* The use of photographic or record image equipment at hockey events
* The use of photographic or recorded image equipment as a coaching aid

Photographic or recorded images:

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant devices (PDA).

Obligations under this policy:

Everyone within Fylde Hockey Club must act in accordance with the general principles in England Hockey’s Safeguarding and Protecting Young People Policy and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, Fylde Hockey Club adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in hockey, in accordance with the general principles in England Hockey’s Safeguarding and Protecting Young People Policy, and in accordance with this particular policy and principles together with the supporting good practice guidance.

How England Hockey will help:

England Hockey is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Hockey is also committed to ensuring that concerns relating to the misuse of photographic or recorded images of young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, England Hockey has developed procedures for reporting concerns. England Hockey may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.

Principles:

* Everyone within Fylde Hockey Club should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what England Hockey’s policy is on this.
* Parents and young people have a right to decide whether young people’s images are to be made, and how those images may be used.
* In accordance with good practice guidance for hockey activities and events, parents and young people must provide written consent for young people’s images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions. **(see appendix 1)**
* Images should convey the best principles and aspects of hockey, such as fairness and fun.
* Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
* In this regard no photographs of players should be taken in the changing room environment.
* All images of young people should be securely stored to avoid inappropriate use.
* In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
* The simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides the opportunity for editing of inappropriate clips.
* Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
* Any concerns regarding inappropriate taking or publishing of photographic or recorded images must be reported to the Welfare Officer.
* In a competition environment any photographer or person designated to film hockey matches should inform the opposition of the intent to use recording equipment and its purpose before the competition starts.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

Fylde Hockey Club follows the additional good practice for the use of photographic or record image equipment at hockey events

* A registration system is used for individuals wishing to take photographic or recorded images, individuals should register where any device is being used. See **(Appendix 2)**
* Those registering should complete a photo consent form. Information about doing this should be displayed in the clubhouse.
* Fylde Hockey club will be vigilant in checking unknown persons who may be taking photographs or filming at club hockey events and challenge them accordingly
* Any concerns should be reported to the club Welfare Officer.

**APPENDIX 1**

**Photography,Film and Posting to Social Media Consent Form**

|  |  |
| --- | --- |
| Name of organisation:  | **FYLDE HOCKEY CLUB** |

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the child.

**Fylde Hockey Club** will follow the club policy for the use of photographs and videos and the use of social media, a copy of which is available from Mrs Janet Metcalf ( Fylde Hockey Club Welfare Officer
**Fylde Hockey Club** will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform **Fylde Hockey Club** immediately.

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| Consent information: |
| *To be completed by parent/carer:** I consent to **Fylde Hockey Club** photographing or videoing my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I can confirm that I have read, or been made aware of, the Fylde Hockey Club’s **photography, videoing & social media policy**.
* I can confirm that I have read, or been made aware of how Fylde Hockey Club will use these images or videos in future and how these images or videos will be stored within the organisation.
 |
| *To be completed by child:** I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ consent to **Fylde Hockey Club** photographing or videoing my involvement in sporting activities.
* I confirm that I have read, or been made aware of, Fylde Hockey Club’s **photography videoing & social media policy.**
 |
| **Signature of child/young person :** |  |
| **Print name child/young person:** |  |
| **Date:** |  |
| **Signature of parent /carer:** |  |
| **Print name parent/carer:** |  |
| **Date:** |  |

**APPENDIX 2**

REGISTRATION FORM FOR THE USE OF PHOTOGRAPHIC OR RECORDED IMAGE EQUIPMENT AT ANY FYLDE HOCKEY CLUB MATCHES

This form should be completed by anyone wishing to take photographs or record images at FYLDE HOCKEY CLUB MATCHES during the season. A copy of this form to be retained by the club Welfare Officer

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First Name(s): |
|  |  |  |

|  |
| --- |
| Home address: |
| POST CODE: |

|  |  |  |
| --- | --- | --- |
| Daytime phone number: | Evening phone number: | Email address: |
|  |  |  |

I wish to take photographs or record images during the course of the season at Fylde Hockey Club

I have read the Fylde Hockey Club policy on the taking and use of photographic and recorded images of young people which is in line with England Hockey policy

Please describe below how photographs or recorded images will be used:

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I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at hockey events in the future and could result in disciplinary action by the club

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Print Name: |  |
| Date: |  |