

PHOTOGRAPHY AND FILMING POLICY

PURPOSE AND SCOPE

This policy is informed by the LTA Photography and Filming best practice guidance <https://www.lta.org.uk/globalassets/about-lta/safeguarding/county-standards/photography-and-filming-best-practice-guidance.docx>

together with NSPCC's Guidance for photographing and filming at: <https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance> and, Specific guidance by their Child Protection in Sport Unit (CPSU) <https://thecpsu.org.uk/help-advice/topics/photography-and-filming-in-sports-and-activities>

Estcots Tennis Club (ETC) strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

The purpose of this policy is to:

- protect children who take part in ETC's activities and events, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children during our events and activities
- ensure that we operate in line with our values and within the law when creating, using and sharing photographs/videos of children.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with ETC (Stakeholders).

N.B. Whilst the focus of the policy is children and vulnerable adults, the key points are applicable to all.

CONTEXT:

Estcots Tennis Club is a small club which does not hold regular large events or employ professional photographers.

Committee members (on behalf of the club) may, however wish to take a photo record of, for example, an open day, tournament or presentation. No one should take videos/films on the club premises except club accredited coaches – see below.

Club members or visitors should not be filming/videoing or taking photos of anyone (adults or children) not in their immediate family whilst on the club grounds. If members wish to take photos of their own children, this is permitted as long as there are no other children or members in view.

Club authorised and LTA accredited coaches (as listed on the ETC website) may take photos and film as a legitimate coaching aid. Players or their parents/carers should be made aware that this forms part of the tennis programme, and how any photos/recordings will be used, stored and destroyed, as part of their written consent.

When taking photos (and/or videos in the case of coaches) written consent should always be obtained and it should be made clear how the photos will be stored/used.

There may be many reasons why parents would not want their children to be photographed, some extremely serious. Sometimes a court order will prohibit recording and publishing images of a young person, or there may be other personal or cultural reasons. All stakeholders should be sympathetic to this possibility and not query any refusal for consents.

AT ESTCOTS TENNIS CLUB WE RECOGNISE THAT:

- the welfare of the children taking part in our activities is paramount

- sharing photographs of our activities can help us celebrate the successes and achievements, provide a record of our activities and raise awareness of our venue
- children, their parents/carers have a right to decide whether their photograph/video is taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take photographs/videos of children is only meaningful when children, their parents/carers understand how the photographs/videos will be used and stored, and are fully aware of the potential risks associated with the use and distribution
- there are significant potential risks associated with sharing photographs/videos of children online.

WE UNDERSTAND THE RISKS OF SHARING PHOTOGRAPHS/VIDEOS ONLINE

Sharing photographs/videos of children on social media or other online platforms carries a number of potential risks. For example:

- **photographs/videos may be copied, downloaded, screenshotted or shared by anyone**
- children may become vulnerable to grooming if a photograph/video is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/venue uniform
- photographs/videos of children may be adapted and used inappropriately
- inappropriate photographs/videos of children may be shared online
- photographs/videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the photographs/videos may be owned by the platform once it's been posted. Platforms may then license photographs/videos for use by third parties – such as for commercial purposes
- each photograph/video, and any comments on them, become a part of a child's public image.

AT ESTCOTS TENNIS CLUB WE WILL SEEK TO KEEP CHILDREN SAFE BY

- **carefully considering the positive benefits of publishing any images against the many and serious potential risks that could result. (In a club of our size and scope, the benefits would have to be very great to outweigh the risks.)**
- always asking for written consent from a child and their parents/carers before taking and using a child's photograph/video
- making sure children and their parents/carers understand how photographs/videos will be securely stored and for how long (including how we will control access to the photographs/videos and their associated information)
- if consent is withdrawn, take reasonable steps to remove the photographs/videos of the child from public view. It may not be possible to delete or destroy all photographs/videos that have been disseminated online (such as via social media) or in hard copy.
- only using first names of children, at the most, and never publishing personal information about children
- reducing the risk of photographs/videos being copied and used inappropriately by:
 - only using photographs/videos of children in appropriate clothing
 - avoid photographs/videos and camera angles that may be prone to misinterpretation or misuse
- setting expectations around consent and the use of any personal devices among staff, volunteers and young players
- if children and parents/carers do not consent to photographs/videos being taken, we will respect their wishes. We will not exclude a child from an activity because we do not have consent to photograph/video them.
- we will recommend that people check the privacy settings of their social media account to understand who else will be able to view any photographs/videos they share
- we will remind children, parents/carers who they can talk to if they have any concerns about photographs/videos being shared

PHOTOGRAPHY AND/OR FILMING FOR WIDER USE

Local journalists/photographers:

If people such as local journalists or professional photographers wish to operate at an event and share photographs/videos, we will ensure they have been given proper permission in advance and that they have provided us with the following information:

- the name and address of the person using the camera
- the names of children they wish to take photographs/videos of (if possible)
- the reason for taking the photographs/videos and/or what they will be used for
- a signed declaration that the information provided is valid and that the photographs/videos will only be used for the reasons given.

We will verify these details and decide whether to grant permission for the photographs/videos to be taken. We will also ensure the children who are the intended subjects of the photographs/videos and their parents have given written consent and inform the photographer of anyone who does not give consent.

We will also inform children and parents/carers that an external photographer is present and ensure they are easily identifiable.

CONCERNS ABOUT PHOTOGRAPHY/FILMING AT OUR CLUB

If a stakeholder raises a concern that someone is taking photographs/videos without the necessary consents or in contravention of this policy guidance, we reserve the right to ask them to delete the photographs/videos, may ask them to leave and (depending on the nature of the concerns) follow our safeguarding procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to either club **Welfare Officer Christina Bernard** (safeguardingofficer@estcotstennisclub.com) or Chair, Judith Dean and [LTA Safeguarding Team](#). It may also be necessary to report this to the police.

STORING PHOTOGRAPHS/VIDEOS

Any photographs/videos of children that are taken will be kept securely and in accordance with data protection law.

- Hard copies of photographs/videos will be kept in a locked drawer and electronic photographs/videos in a protected folder with restricted access. **Personal devices will be set so as to not to automatically upload photographs/videos to the cloud.**
- Photographs/videos of children will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Photographs/videos will be deleted after use and not repurposed for personal use (e.g. marketing or otherwise)
- When obtaining consent for photographs/videos, we will state how long they will be kept for.

RELATED POLICIES AND PROCEDURES

This policy should be read alongside our club policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Photography & Filming Policy Statement – which sets out rules and restrictions
- Safeguarding policy
- Safeguarding at events, activities and competitions
- Safe recruitment

Appendix 1 – Proforma for written consents for photos at events

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chairperson [Judith Dean]:

Date: Mar. 2026

Welfare Officer [Christina Bernard]:

Date: Mar. 2026