



Naas LTC – Child Safeguarding Policy

Photography and Use of Images Policy

The Naas LTC Policy on Filming & Photography is not about preventing parents/guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This policy is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

Definitions:

Event: This may include competition, training session, social function or any activity organised at any level of Tennis

Image: Refers to all photographic and film/video footage.

Responsible Person: This may include the Club Childrens Officers, coaches, event organiser / manager.

Young People: Refers to all people Under 18. (whilst this policy is designed to minimise risk to Under 18's it is equally applicable to players of any age).

Permission to take images

On joining the Club (and each year on renewal of membership) Members agree to the taking of photographs by a responsible person at Club events. At any time, a member can choose to withdraw his or her consent.

No other photography is permitted by third party photographers, unless permission is specifically sought and given by the Club Committee. Notices to this effect are on display on the Club premises.

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.

Appropriate / Inappropriate Images



Appropriate images of young people include the following:

- Posed images such as during trophy ceremonies, presentations or team shots where young people are fully clothed.
- Action shots where the focus is on participation in the sport, not the player.

Inappropriate images of young people include those taken where the subject is not fully clothed, or in an inappropriate pose.

Photography or the taking of images is strictly prohibited in any area of the Club where the subject would expect that their privacy would be maintained. This includes all changing rooms and toilets in the Club House and Junior Club House. Any breach of this rule will be viewed as a serious breach of the Code of Conduct.

Non-authorized taking of Images

Any concerns about the taking of images at an event should be verbally reported to the responsible person. It may be necessary to report the non-authorized taking of images to the statutory authorities.

The responsible person will identify the person and check if they have permission from the Club Committee to take images and if they have registered their device, with appropriate identification. If this has not been done and the person refuses to do so, the person should then be asked to leave.

Use of Images

Images may be taken for personal or administrative use, to publicise tennis or for training development. No inappropriate images should be used or publicised by individuals or publicised.

Naas LTC promotes the following guidelines:

- **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 publicly.



- **Training Images** – these are images or footage taken during a training session or during an event specifically to aid the young person in the development of a tennis skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young person’s 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 a club member or 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.
- **Administration Images** – these are images taken for general administrative purposes, including images used for membership cards, competition entries and could also include images that form part of an archive record.

Young people as a rule should not be named individually when images are posted on social media and settings should not allow young people to be individually tagged.

Inappropriate Use of Images

Where there is a concern about the use images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/carer of any young person involved
- The person responsible for posting the image
- The media platform i.e. Facebook, Twitter, Instagram, print media etc.
- The statutory authorities

Inappropriate use of images is a breach of this guidance and the Code of Conduct and may result in a complaint/disciplinary procedure against those involved in tennis. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie>

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, mobile 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 devices need to be fully deleted, including deletion from the cache memory and/or temporary files.

CCTV

Naas LTC uses CCTV as part of its responsibility to safeguard its members. The CCTV is operated by SHARP GROUP under an agreement with Naas LTC. There are eight (8) cameras in operation. The use of CCTV is regularly reviewed by the Executive Committee.

Day to day responsibility for the system and operation of CCTV at Naas LTC lies with the Honorary Secretary (Simon Sparrow in 2020) and one Trustee (Shane Spring). Cameras are monitored by SHARP GROUP 24 * 7.

CTV does not replace vigilance and proper supervision of Club activities as required by Naas LTC.