



Photography Code of Practice

1. In all matters concerned with the safeguarding of children, Crofton Saints Youth Football Club aims to establish and ensure good practice. These aim to avoid three potential sources of child abuse.

- The use, adaptation or copying of images for child pornography, either on the internet or in print.
- The possible identification of a child when an image is accompanied by significant personal information which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding children concerns. Such cases would include for example, children who could be compromised by an image because:
 - They are removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

Note: The sample Consent Form for parents or carers provided at the end of this document is worded so as to enable a successful applicant to check if any children involved in an activity could be compromised because they are subject to family care or legal proceedings.

2. General Considerations - Managers or officials of the Club will:

- Communicate as widely as possible its approach to the recording of images, saying that its policy is designed to encourage best practice in the safeguarding of children and to prevent abuse if possible.
- Make sure parents, carers and children are told about its images policy before the child participates in its activity.
- Get parents or carers consent to take images of the child for the purposes of the successful applicant.
- Report any instances of inappropriate images to the designated Child Welfare Officer within the club.

The club should not:

- Publish images with the full name (s) and details of the individual child(ren) or place images containing that information either on its website or in the press.
- Use an image for something other than that which it was initially agreed e.g. published in the press when initially produced for a personal commemorative picture.
- Allow images to be taken by anyone in changing rooms, showers and the toilets or anywhere else where children might be undressed.

The club acknowledges that:

- It is **not an offence** for someone to take appropriate photographs on public property, even if asked not to do so.
- Crofton Saints **cannot** decide who can and can not take images on **public property**.
- Crofton Saints can decide who can and can't take images on **private property**. If photographers do not comply with their requirements then they may be asked to leave.

3. The Photographers

The aim of each photographer should be to help celebrate and promote football and any other sports under the Club's jurisdiction. When taking an image they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than the individuals if possible.
- Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts).
- Represent the broad range of youngsters participating in football and other sports – boys and girls, disabled children, members of minority ethnic communities.

3.1. Professional Photographers:

The club may supply a photographer to attend an; End of Year ceremony or Cup Final ceremony for example. If this does happen the club will:

- Provide them with a clear brief about what is appropriate in terms of content – images should not be allowed to be taken outside the activity being covered.
- The Club will hold the images recorded and may use the images in its/or or its partners publications or website. The successful player may ask the Club or its partner for copies of the photographs.

3.2 Parents, Relatives, Friends and the Children themselves:

- Parents, relatives and friends may want to take their own images of 'their' child and the child too may want to take his/her own record.
- It should always be made clear to them that no image taking at all is permitted in children's changing rooms, showers and toilets and that, in connection with this, all mobile phones carried by children must be switched off in such accommodation.

4. Authorisation/Documentation

- In other activities it is difficult to control image taking by parents etc. but good practice can be encouraged by the provision of simple written information given to everyone.
- Crofton Saints Managers will decide whether, when and how parents, carers, family, friends and children should be permitted to take images of a child.
- The sample Images Information Letter and Consent Form as set out overleaf include the content Crofton Saints will provide to parents/carers, and through them, to relatives, friends and the children.

Dear Parent/Carer

Images of Your Child at Crofton Saints Youth Football Club

We like to celebrate children's participation in activities at our club with appropriate images. We have some simple rules about taking images – photographs and videos, whether on film or digital – which are set out in this letter.

Please note that we do not allow any images taken by anyone at all in children's changing rooms, showers and the toilets, and that for this reason we require children to switch their mobile phones off when arriving at the club and keep them off until they leave.

Club photographers may take images of the new facilities on site and this may include a new changing block. Images will only be taken if however there are no children present in the children block at the time.

Consent

Crofton Saints Youth Football Club asks that parents and carers consent for pictures to be taken of your child – please use the attached form to do this and return it to the specific Age Group Manager.

Obtaining Images

If you want to obtain pictures taken of your child, please ask us if and when they will be available.

It is sometimes possible for you, your family and friends to take your own images of your child but please ask if you want to do this – and please respect our decision.

While children are taking part in their activity at the club, they shouldn't be carrying valuables with them – that includes cameras and mobile phones.

Official Images - taken by the Club (or its representative)

Crofton Saints Youth Football Club may send a professional photographer(s) to take images of an event. The club or its partner will hold images recorded and may use the images in its/or its partners external publications or on the website

Unofficial Images - taken by parents, carers, family, friends and the children themselves

If you wish to take your own unofficial images, please ask. If it is possible, we'll let you know when and where you can take them.

However we cannot always say 'yes' to image taking and we ask you to respect our decision if we are unable to allow it.

Posing for unofficial images can get in the way of some activities, but another more important reason for our saying 'no' is that it is sometimes against the law to take images of particular children – for instance, in cases where children have been removed from their family for their own safety, where there are disputes between parents, where children are witnesses in criminal proceedings or where parents have refused consent. In situations like these, no images taken by anyone at all, is possible.

Whatever you do, don't try to take 'secret' pictures. This can lead to all sorts of problems if someone else spots you, thinks that you are acting suspiciously towards children and reports you to the Club or to the Children's Authorities.

Further Information

Our approach to the taking of children's images is part of our commitment to safeguarding children at our Club. If you want to find out more, please contact Chris Lotus, Child Welfare Officer on 01329 664750.

Image Consent Form

I give permission for the taking and/or publication of images of my child by Crofton Saints photographer(s). I am also happy for Crofton Saints to interview my child and use their words. I understand that my child's photo and words may be used in posters, videos, press, magazine, the internet and other publications to promote the activities of Crofton Saints Youth Football Club. I understand these will only be used by Crofton Saints and its partners and any other approved organisations which support its work.

I confirm that my child is not subject to family, care or legal proceedings.

We prefer to use real names, but if you do NOT want us to, please tick here ☐

Team Name _____

Child's Name _____

Parent/Carer's Name _____

Signed (Parent/Carer) _____ Dated _____