**Spiral Freerun Videography & Photography Policy**

The terms “child” or “children” include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed. To set out such procedures, this Policy has been prepared by Spiral Freerun

**Aims of this policy**

First, as in all matters concerned with the safeguarding of children, Spiral Freerun aims to help clubs establish and develop good practice. Secondly, Spiral Freerun aims to help clubs avoid three potential sources of child abuse:

1. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
2. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being ʻgroomedʼ.
3. 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.

**Club Videography/ Photography Rules:**

* 1. This policy applies to all videography/ photography taken during class environments/ events and other services hosted by Spiral Freerun.
	2. Photography & Videography can only be taken of individuals who have signed a digital/ paper copy of our ‘Participant consent form’.
	3. Unless written denial of photography/ videography has been produced to Spiral Freerun, all participants may be subject to being filmed/ photographed for no other reason than promotional reasons.
	4. Unless written denial of photography/ videography has been produced to Spiral Freerun, all participants may be subject being published on our social media platforms for no other reason than promotional purposes.
	5. Photos/ videos must be captured from a company recording device **if available**. If unavailable, we welcome staff to film on any device and upload them to our company storage folder immediately and delete the media as soon as possible from all folders on any personal devices.
	6. Any media posted online should not include the participant’s full name. First name is acceptable only.
	7. The aim of each official photographer should be to help celebrate and promote our sport. When taking an image they should be asked to:
	+ Focus on the activity rather than the individual child.
	+ Include groups of children rather than individuals if possible.
	+ Ensure all those featured are appropriately dressed.
	+ Represent the broad range of youngsters participating in Parkour - boys and girls, children with disabilities, members of minority ethnic communities.
	1. Spiral Freerun should screen external photographers/ videographers for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training for them in the club’s Safeguarding Children policies and procedures. The official photographer (whether a professional photographer or member of the club staff) should receive clear instructions, preferably in writing, from the club at an early stage.
	+ Clubs should provide them with a copy of this Policy and a clear brief about what is appropriate in terms of content - images should not be allowed to be taken outside the activity being covered.
	+ Clubs should determine who will hold the images recorded and what is to be done with them.
	1. Any concern of any media captured should cease and not be used. After videoing, unless it can be justified as to why the video is to be kept the video should be destroyed once it has served its purpose. Additionally, the person videoing should be extremely careful in the content of the video.
	2. Mobile phones should be registered as a camera if it has that facility in line with our policy on cameras.

**Taking of pictures and videos at activities and events**

We want people to take pictures but we need to safeguard children and/or vulnerable adults from their images being misused.

To find a pragmatic solution cameras are categorised:

* Smartphones and small cameras that do not have zoom lenses attached.
* Digital SLR cameras and compact camera systems that either have zoom lenses or to which zoom lenses can be attached; used by professional photographers as well as enthusiasts.

Suspicious behaviour by a person using a smartphone camera may be the way in which we identify people that should be challenged but in general we are unlikely to be able to police such cameras.

People using Digital SLR, compact cameras with zoom capacity or video cameras should register with the event organiser. The organiser should:

* Issue any photographer with registration which must be worn at all times.
* Talk with the photographer about how they will avoid taking images of children and/or vulnerable adults without consent; most photographers are experienced in dealing with this situation.
* Inform the photographer they must not take children away for 1 to 1 sessions without consent and a chaperone.

Good practice about the use of cameras at events includes:

* Publishing notices regarding the safe use of cameras at events, prominently in event programmes and at significant places at the event.

The recommended wording is: 'In line with the policies of [Spiral Freerun CIC], the organisers of this event request that any person wishing to take photos or video of children and/or vulnerable adults should register their details with the event organiser before taking any such photos or videos. The event organisers reserve the right to ask people to refrain from taking photos or videos and may, if such warnings are ignored, refer the matter to the police. If anybody has concerns regarding the misuse of camera equipment they should report it to the event organiser immediately.’

* Inform participants and carers that a photographer will be at an event.
* Parents/carers must provide written, informed consent for a child’s images to be taken and used.
* Images using Digital SLR should only be taken by authorised, registered persons.

Workforce must challenge any individual about whom concern has been reported regarding the misuse of camera equipment:

* Approach the person and ask who they are, do they have permission; inform them of the concern raised.
* Make the person aware they should have registered with the organiser to use their equipment; advise them of the protocol.
* Make the person aware that if they are seen to be doing anything untoward, they will be reported to the Police.

All such concerns must be recorded in the same manner as any other incident or safeguarding concern and reported to the event organiser who will inform the Welfare Officer. Any serious concern should be reported to the police.

Videoing as a coaching aid: workforce may use a video for coaching purposes. The coach will make sure that any children and their parents/carers have given written consent and that they understand it is part of the coaching programme.

Using images of children

* Gain consent by asking for written permission from the people, (parents/carers in the case of children), to take and use their image and explain what the image will be used for. A consent form is the best way of achieving this.
* If a child is named, avoid using their image.
* If an image is used, avoid naming the child and never publish personal details: email addresses, telephone numbers, addresses etc.
* Only use images of adult participants in suitable dress to reduce the risk of inappropriate use.
* Ensure that any images used reflect positive aspects of participant involvement in parkour/freerunning.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: 10th January 2023

Signed: L.Brown