



## Sandy Cove Tennis & Squash Club

### Photography & Video Recording Policy

#### **Photography & Video Recording Policy**

To reduce the risk of images of children being used inappropriately or illegally by any person, Sandy Cove Tennis & Squash Club has adopted a policy in respect of the taking and use of images of children by means of photography or video recording.

This policy is not designed to prevent or discourage parents or guardians from taking photographs of their own children participating in their activities but to ensure that:

- best practice guidelines are in place as regards the taking of photographs and video recording of children, the use of such images and their storage,
- all video recording and photography is appropriate and non-intrusive,
- wherever possible, only those who have a right to take videos and/or photographs do so provided that before taking any recording or image of a child that is not their own, they obtain written permission from the child's parent/guardian and ensure that the parent or guardian knows how the image will be used,
- the privacy of others is to be respected and accordingly, the use of camera phones, videos and cameras inside changing areas, showers and toilets is strictly prohibited.

To address any concerns about the risks posed directly and indirectly to children as a result of the use of images of children on its own website and/or in any Club newsletters, the Club:

- where possible, use models or illustrations when promoting any junior activity associated with Sandy Cove Tennis & Squash Club,
- when commissioning professional photographers to an activity or event, ensure that they are clear about the standards and expectations of them in relation to both child protection and safeguarding,
- if a photograph of a child is being used, avoid the use of names and surnames of individuals or, if names, avoid using their photograph,
- only use appropriate images of a child, relevant to participation in the sport and its activities and ensure that the child is suitably clothed in a manner that is appropriate and promotes sport, sports activities, displays successes etc.
- will safely store images for a defined period for intended purposes only, until such time that digital images stored on computer systems need to be fully deleted.

*Date Prepared: 3<sup>rd</sup> November 2025*

*Date Approved: 18<sup>th</sup> November 2025*



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Where possible or practical, children and/or their parents/guardians should be asked for permission in respect of the use of any image and/or recording of them. This will ensure that they are aware and understand that the image is being used to represent the sport and its activities. Please refer to the Child/Parent/Guardian Consent Form (as below) which has been developed to help achieve this.

As a safety and monitoring measure against the risk of any inappropriate, intrusive or illegally motivated photography or video recording, the following rules will apply:

- Any amateur photographers/video operators wishing to photograph or film any activity associated with the Club in which children may feature should first seek accreditation in writing with the Club, through the Event Organiser/s or Club Children's Officer/s,
- Any professional photographers/video operators employed to photograph or film any activity associated with the Club in which children may feature should first seek accreditation by producing proof of their professional identification for the details to be recorded with the Club, through the Event Organiser/s or Club Children's Officer/s,
- Any parent or other spectator attending at any event or activity at the Club and wishing to film or photograph any activity in which children may feature must advise the event organiser/s in advance so that they can be made aware of the Club's rules in relation to photography and video recording. If a parent or spectator does not speak with the event organiser/s in advance, the event organiser/s will advise that the parent or spectator of the Club's rules and expectations and may request that the photography or video recording ceases and that any photography, images or recordings taken be deleted. Any photographs taken or recordings made by parents/guardians of any children other than their own must not be put on any social media platforms and the privacy of others must be at all times be respected.

#### Video recording as a coaching aid

Video recording may be used as a legitimate coaching aid for the child in the development of a skill or technique and should not be distributed outside this specific use.. However, the permission must first be obtained from the Child and the Child's Parent or Guardian.

If anyone has cause for concern about any photography or filming taking place at events or activities in the Club should contact the Club Children's Officer/s.

*Date Prepared: 3<sup>rd</sup> November 2025*

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### **PARENT/GUARDIAN AND CHILD CONSENT TO THE TAKING AND USE OF PHOTOGRAPHS AND OTHER RECORDED IMAGES**

#### **Part 1 – TO BE COMPLETED BY THE CHILD (if 12 years or older)**

1. I, (*name of the Child*).....  
consent/do not consent (delete as appropriate) to Sandy Cove Tennis & Squash Club photographing or videoing my participation in sporting activities in accordance with the Club's Photographic and Video Recording Policy as set out in the Club's Child Protection Policy and Procedures.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

#### **Part 2 – TO BE COMPLETED BY THE PARENT/GUARDIAN**

1. I, (*name of the Parent/Guardian*).....  
consent/do not consent to Sandy Cove Tennis & Squash Club photographing or videoing the participation of (*name of Child*).....  
in sporting activities in accordance with the Club's Photographic and Video Recording Policy as set out in the Club's Child Protection Policy and Procedures.  
I confirm that I have legal parental responsibility for this Child and that I am entitled to give this consent. I further confirm that I am not aware of any legal restrictions related to images of this child being taken or published.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_