BRITISH TAEKWONDO COUNCIL

Photography and Filming Policy Statement

Version	***Author***	***Date***	***Review Date***
1	BTC	?	?
2	D Sutherill	July 2019	July 2022
4	D Sutherill	October 2022	October 2025

The purpose and scope of this policy statement

[Name of group/organisation] works with children and families as part of its activities. These include coaching sessions, competitions, seminars and demonstrations.

The purpose of this policy statement is to:

- Protect children and young people who take part in British Taekwondo Council services, events and activities, 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 and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with the British Taekwondo Council.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales [select the relevant nation]. Summaries of key legislation and guidance is available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- The welfare of the children and young people taking part in our activities is paramount
- Children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

More information about this is available from learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by:
    - Only using images of children in appropriate clothing (including safety wear if necessary)
    - Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents/carers and children that they need to give consent for the British Taekwondo Council to take and use images of children
- Asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Photography and/or filming for [name of group/organisation]'s use

We recognise that our group leaders may use photography and filming as an aid in activities such as coaching. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by [name of group/organisation]) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.
They should provide:

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

[Name of group/organisation] will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If [name of group/organisation] is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 1 year or until the person is no longer a member.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

[Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information commissioner's office website at ico.org.uk]

Related policies and procedures

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

- Child protection.
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.

[More information about what these policies and procedures should include is available from learning.nspcc.org.uk/safeguarding-child-protection]

Contact details

Photography and images co-ordinator Name: Mr Kevin Beddows
Phone: 0151 4249466 Email: beddows64@btinternet.com

Senior lead for safeguarding and child protection
Name: Mr Kevin Beddows
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NSPCC Helpline
0808 800 5000

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

This policy was last reviewed on:
……(date)

Signed: ……
[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].
Date: ……

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0116 234 7246 | Email: learning@nspcc.org.uk | Twitter: @NSPCCpro

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British Taekwondo Council
Photography and filming consent form

Name of organisation: *To be completed by the organisation*	

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16.

The *(organisations name)* will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(insert organisations name)* immediately.

Consent information:	
To be completed by child: ☐ I give permission for my photograph to be used within the club for display purposes ☐ I give permission for my photograph to be used within other printed publications ☐ I give permission for my photograph to be used on the club's website ☐ I give permission for videos of me to be used on the club's website ☐ I give permission for my photograph to be used on the club's social media pages ☐ I give permission for videos of me to be used on the club's social media pages	
Signature of child:	**Print name child:**
Date:	

If the child is under 16, consent must be obtained from parents.

If over 16, it's still good practice to inform parents that photographs/videos of their child may be used if the child has given consent.

To be completed by parent: ☐ I give permission for my child's photograph to be used within the club for display purposes ☐ I give permission for my child's photograph to be used within other printed publications ☐ I give permission for my child's photograph to be used on the club's website ☐ I give permission for my child to be videoed for use on the club's website ☐ I give permission for my child's photograph to be used on the club's social media pages ☐ I give permission for my child to be videoed for use on the club's social media pages ☐ I can confirm that I have read or been made aware of how these images or videos will be stored within the organisation.	
Signature of parent:	**Print name of parent:**
Date:	