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**RECORDING AND PUBLISHING IMAGES POLICY**

**Parents, Carers and Spectators**

New Malden Sports Club encourages parents, carers and spectators to use photographic equipment to capture their child or friend playing tennis to support and encourage their experience.

Parents, carers and other spectators are required to register at an event if they wish to use any photographic equipment. The event organiser will ask anyone not registered to stop using photographic equipment and delete any images that may have been taken.

If any parent, carer or spectator has concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer, who will follow child protection procedures.

**Professionals, Competition Organisers and Officials**

New Malden Sports Club requests that all parents, carers and spectators who want to use photographic equipment at an event are registered with the club.

If anyone wishes to take photographs at an event or publish images following an event it is essential to have consent from parents, carers or the individual (if over 18) prior to the event and that they are registered with the event organiser.

If anyone see any individual taking photographs which it is deemed to be intrusive or inappropriate this must be addressed in line with the child protection procedures.

**Children and Young People**

Children should be made aware that it is okay for a photographer to take photos when they are on court, provided their parent or carer has given permission to the photographer.

If children see someone taking photos or filming that makes them feel worried, they should tell their parent or carer, or the event organiser or Welfare Officer straight away.

**Consent**

If anyone wishes to take photographs or recordings, prior to any event, they should ensure they have obtained consent from:

• The event organiser; and

• Parents, carers of all children involved.

In order to obtain consent, the reason for taking the images and the purpose for which they will be used must be explained. This ensures that parents or carers are giving informed consent.

**Photographing and Recording**

All children featured in photographs or recordings must be:

• appropriately dressed with clothing covering their torso from their neck to thighs, eg. a t-shirt and shorts or skirt;

• featured with people engaging in tennis;

• recorded in groups with other children or adults where possible; and

• representative of the diversity across tennis, with regard to age, gender, ethnicity and disability.

Any inappropriate use of images should be reported to the Welfare Officer, the Management Committee of New Malden Sports Club and the Police.

**Publishing Images**

It is important to give adequate thought to the selection of images in publicity material both printed and web-based. Where possible, use a technique such as “watermarking” on the images.

All children featured can only be:

• identified using their first name, although it is preferable that their name is not given;

• printed or uploaded with written consent from parents/carers; and

• shown engaging in tennis activities.

For safety reasons it is recommended that the following are avoided:

• images of children and young people on their own;

• images of children and young people outside a tennis environment;

• streaming any content directly to a website; and

• using any images for which you have not obtained consent has not been obtained.

**Coaching**

Where coaches, teachers and others use video equipment as a legitimate coaching method, tennis players and their parents or carers should be made aware that this forms part of the tennis programme and that any recording will be destroyed after use.