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## *Photography and Filming Policy Statement*

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Cleveland Orienteering Klub (CLOCK) works with children and families as part of its activities. This policy statement applies to all CLOCK members, volunteers involved in organising orienteering events and activities and everyone participating in or attending CLOCK's events and activities.

The purpose of this policy statement is to:

- protect children and young people who take part in CLOCK's events and other 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
- ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

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
- have a responsibility to take, share and use images of children safely and, as far as is reasonably practical, ensure that other people do so as well

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

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

- putting a statement in each event flyer reminding participants about this Photography and Filming policy
- informing new club members about the policy
- always asking for written consent from a child, their parents or their carers before using a child's image in CLOCK's promotional material
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- only using first names if we need to refer to children in photographs or videos published or shared by CLOCK

- only publishing or sharing images of children in appropriate clothing.
- only publishing or sharing images that positively reflect young people's involvement in the activity

### Photography and/or filming for personal use:

While there is no law against taking photos at public events, anyone wishing to do so should obtain permission before sharing photos of children; e.g. on social media or photo sharing web sites.

Note that this applies to parents or carers wishing to share photos that include other people's children.

### Photography and/or filming for wider use

If people such as journalists, professional photographers or students wish to record one of our events and share the images professionally or in the wider world, they should contact the event Organiser in advance to seek permission in. They should provide the reason for taking the images and a clear explanation of how the images will be used, including how and where they will be published or shared.

The Organiser will take reasonable steps to verify the photographer's identity and to check that the information provided by the photographer is credible. The Organiser will also take steps to inform participants that photography and/or filming will be taking place at the event (e.g. via the event flyer or by notices at the event) and will provide a mechanism for participants to inform the Organiser that they do not wish photos or videos of their children to be published or shared.

The Organiser will decide whether to grant permission for the photographer to take photos and/or video at the event.

If anyone has indicated that they do not wish photos or videos of their children to be published or shared then the Organiser will ensure that:-

- The photographer agrees not to publish or share photos and/or videos that include the relevant children.
- The photographer agrees to delete all photos and/or videos that include the relevant children. For the avoidance of doubt, it is acceptable for the photographer to edit videos to remove the parts that feature relevant children, and then publish or share the edited video.
- There is a clear way for the photographer to identify the children who are not to be included in the photos and/or videos.

The method for the photographer to identify the relevant children may consist of (i) the children wearing a suitable identifying badge, armband or similar, (ii) the Organiser or his/her nominee reviewing the photos and/or videos before they are published or shared, (iii) or such other method as the Organiser deems appropriate and effective. In deciding the method for identifying the relevant children, the Organiser will bear in mind that it is important not to single out the children or make them feel isolated or stigmatised. This means that any identifying badge must not be too obvious to casual bystanders.

We will never exclude a child from an activity because we do not have consent to take their photograph.

This document was written using the template provided by the NSPCC: [Photography and sharing images guidance | NSPCC Learning](#)

If you have any questions, concerns or comments, please ask the CLOK Welfare Officer, Carolyn Rigby, via [welfare@clok.org.uk](mailto:welfare@clok.org.uk)