



# Guidance for Taking and Using Photographic and recorded Images of young people and adults

## Introduction

The use of photographs/recorded images can play an important role in the promotion of sport, healthy lifestyles and can be used as a coaching aid. At Leeds Adel Hockey Club we value the importance of documenting and sharing the accomplishments and highlights of our hockey games through photography and video recordings.

England Hockey is committed to providing a safe environment for all young people and Leeds Adel Hockey Club follows their guidance. It is important to recognise that images can be used as a means of identifying young people (those <18yrs) and they can be used or adapted for inappropriate use. We are therefore committed to taking all necessary precautions to protect them from inappropriate use of their images – including but not limited to social media, publications and online. The use of images can pose direct and indirect risks to children and young people if not managed correctly.

## Taking and/or publishing photographic/recorded images

The club is committed to respecting the privacy and confidentiality of individuals captured in the video recordings. Personal information or any private details unrelated to the game will not be disclosed or shared publicly without prior consent from the individuals involved. We will ensure that no personal information will be placed alongside an image of those <18yrs.

Our membership form will include a permission section for photography/filming for all our members and for the parents/guardians of those under the age of 18yrs. \*see photo consent form\*

Club-organized video recordings are primarily intended for internal purposes; such as coaching analysis and social viewing. The footage may also be used for promotional and educational purposes, including sharing highlights on the club's official website, social media channels, and other promotional materials. We will use images that present the activity in a positive light and promote the best aspects of the sport/organisation.

All access to images in raw form should be restricted to those with log-on credentials. We will use our private GoogleDrive where access is limited to relevant people only and the Veo camera footage will be stored on the Veo App/Web client (log-on credentials required for this).

We will provide coaches who use images of athletes as part of their training/coaching with clear guidance by which they are required to comply.

We will take all reasonable measures to ensure that information including photographs/videos are stored securely and only accessible to those with authority.

We will inform our members and opposition teams when filming/photography will be taking place – if there are any objections then we will aim to address these concerns and adjust the recording accordingly which could include not filming/photographing the event.

In line with the recommendation in England Hockey's Safeguarding and Protecting Young People Policy and associated good practice, we request that any person wishing to take photographic or recorded images during an event should register their details with the welfare officer at the Leeds Adel Hockey Club before carrying out any such activity. The registration should include a question on how the images will be used after the event e.g. personal family use, social media etc. The organiser reserves the right to challenge and report anyone they deem to be taking inappropriate images.

We will publish prominently specific details regarding filming/photography e.g. in an event programme and signs around the pitch or announced over a public address system if available for use.

We will provide official photographers with a clear brief about what images are required, what is deemed appropriate and inform them about how to identify e.g. shirt number those who have not provided consent. No photo sessions outside of the event or unsupervised one-to-one photo sessions will be allowed.

All staff/children/parents/volunteers should be informed that if they have any concerns they should be reported to the event organiser/welfare officer.

### **Key Summary**

- **If a youth player is named then avoid using their photograph**
- **If a photograph of a youth player is used then avoid naming the player**
- **Never publish personal details**
- **Represent a broad range of members and focus on the activity rather than a person.**
- **Always remember that images can pose direct and indirect risks to children and young people if not managed correctly**
- **Any concerns – Report to Leeds Adel Welfare Officer/event organiser**