



Photography and Filming Policy

Policy Aim

The aim of this policy is not to ban photography, images or videos, rather to help Yeovil District Swimming Club avoid potential sources of photography misuse, child abuse and it is based on [Swim England Photography Guidance](#) and [Wavepower policy](#).

This policy applies to all photographs taken on mobile phone, digital camera, or film. and any form of moving pictures including video (and streaming). Images are not exclusive to those suspected as indecent/child abuse. The terms "Child" or "Children" include anyone under the age of 18 years. It should be acknowledged that the great majority of images are appropriate and are taken in good faith, celebrating or publicising sporting endeavours and achievements. However, it is a fact that images can be captured, reproduced, and misused whereby children could be put at risk if procedures are not observed.

Swim England's Recommended Best Practice

1. The publishing of photos or video of any swimmer under 18 either on a notice board, publication, social media or video/reel should only be done with Parents' consent and in line with Swim England guidelines & Wavepower 2024. Parental consent will be obtained by agreement through *the Yeovil District Swimming Club management system*. Parental consent can be withdrawn at any time, and the club will take all reasonable steps to respect the rights of the parent/guardian.
2. A Parent or Guardian has a right to refuse to have their child(ren) photographed. A Child or Member also have the right to refuse to be photographed. Any photo/video that will be published/posted, should have received parental consent, preferably in writing.
3. In the case of open meets and other competitions where the host club has an official photographer present, all Parents attending should be made aware of this in the meet pack for that event. If photos are to be published anywhere, all Parents should be informed of the use of images and how to withdraw their consent.
4. All photographs must observe generally accepted standards of decency:
 - a. Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
 - b. Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
 - c. Poolside shots of Children should normally be above the waist only in a swimming costume, though full length fully clothed shots are permitted.
 - d. Photographs should not be taken from behind swimming blocks at the start of a race or show Children climbing out of the pool.

- e. Published photographs may identify the Swimmer by name and Club but must not state the Swimmer's place of residence or school attended. Swim England does not wish to stop Parents photographing their Children if they wish, but all Clubs must ensure they do all they can to safeguard every Child's wellbeing, helping Parents understand best practice to safeguard all children (e.g. refraining from including other individual children in shots).

Posting photographs/ videos on social media platforms:

SwimEngland expects that clubs take a cautious approach when sharing images or videos involving children and young people. Whilst an individual swimmer or parent may have consented to an image being taken, this does not automatically extend to wider publication on social media in which other participants, officials, volunteers, or members of the public may also be visible.

For this reason, members posting images or videos containing anyone other than their own child/ children **should not be** shared on social media. If photos/ videos incidentally show other people in the background, they should be cropped, blurred, or otherwise anonymised before being posted.

It is good practice for photography and videography at club activities and competitions to be managed by the club wherever possible, as this allows the club to work within the photography consents already obtained from members and to ensure that images are used appropriately and in line with Wavepower guidance.

Guidance on filming children filming during training sessions:

Filming during training sessions is not appropriate unless there is a legitimate need or purpose for the filming. For example, wishing to film children to assist in their stroke technique. If there is a legitimate need or purpose, parents/guardians must be provided with full information such as when the filming is proposed, its purpose, who is filming, how the film will be used or published and an agreement on what will happen once the film has served its purpose. This allows parents/guardians to provide informed consent or otherwise. Parents/guardians may be invited to be present at the filming; if this is impractical, allow them to view the film before publication.

The Official Photographer

Their role is to take appropriate photos that celebrate and promote swimming. Anyone in this role should have a Disclosure and Barring Services (DBS) and when using a self-employed photographer, in line with [Swim England Photography Guidance](#) and [Wavepower policy](#), Yeovil District Swimming Club will require the photographer's current DBS certificate, no convictions agreement and references. Any official photographer/delegated volunteer will be provided training and information on YDSC's safeguarding policies and procedures.

When taking any images the Official Photographer will be asked to:

- Focus on the activity rather than the individual Child. Include groups of Children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming.

The official photographer / delegated volunteer must receive clear instructions at an early stage and YDSC will establish and clarify the following points as part of commissioning and contracting an official photographer:

- Inform Parents/Guardians and Children that a photographer will be in attendance.

- Should it be agreed with the photographer to take general images of the event (e.g. wide-angle images) all members will be informed of the images being taken and their intended purpose.
- Check Club records to ensure Parents/Guardians and Children consent to both the taking and publications of photos or videos.
- Check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken.
- Issues the photographer with identification, which must be worn at all times.
- Provide the photographer with a clear brief about what is considered appropriate in terms of the image content and their behaviour.
- Provide the Club's safeguarding and photography policy and procedures, highlighting that photos/videos may only be taken in the competition arena (e.g. one to-one photo sessions or photos off site).
- Clarify areas where photography is prohibited (e.g. toilets, changing areas, first aid areas, etc.).
- Establish the Swimmers whom do not have photography consent (withdrawn from the Parent or Member) and how to identify, then avoid taking images of these Children.
- Clarify ownership and access of the images and how long they will be retained, how they will be shared and/or published – all must be in line with YDSC safeguarding and photography policy.

Responding to concerns:

All staff, volunteers, children and parents/guardians are expected to raise any concerns they have regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken) to the Club Welfare Officer (ydsc.welfarelead@gmail.com), Event Organiser or another official.