

GUIDELINES FOR USE OF PHOTOGRAPHIC & FILMING EQUIPMENT

Truro Canoe Club recognises that publicity and pictures and recordings of young people enjoying paddlesport are essential to celebrate the achievements of the child and to promote the sport and a healthy lifestyle. However it is important to observe the following guidelines. The key concerns regarding the use of images of children and young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal website.
- The taking of inappropriate photographs or recorded images of children.

Guidelines for Photographic/ Recorded Images:

- Ensure parents/ guardian/ young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts).
- The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed.
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- You should not use any images of a child or young persons who is the subject of any court order or who has denied you their consent.
- Children, parents and others should be aware that if they have concerns they can report these to the club welfare officer or any other committee member.
- Concerns regarding inappropriate or intrusive photography should be reported to the club welfare officer or committee member; and recorded and action taken in the same manner as any other child protection concern.

Guidelines for Publishing Photographic/ Recorded Images

- If a photograph is used, it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites.