



Leigh on Sea Sailing Club

Photographing and Filming Children and Vulnerable adults

Document Control

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Purpose of this document

The purpose of this document is to detail the policies, scope and controls applicable to the taking of photos, images, films and videos (referred to collectively as “photography”) of children and vulnerable adults on the premises (including Birdcage and racks) of Leigh on Sea Sailing Club Ltd (the Club), Club organised on water activities such as recreation, training or racing and from Club craft.

Our policy

Our policy outlines how the Club will put guidance and safeguards in place for the appropriate use of photography and filming of our participants (members, friends, families and those attending Club events), and our expectations for all participants, instructors, staff, volunteers, parents, carers and spectators.

Why does the Club need photography and filming policies and procedures?

Having these in place will help protect children and vulnerable adults from:

- Identification or being contacted for the purpose of future grooming and abuse;
- Being identified by an existing perpetrator of abuse
- Images being adapted or being modified with AI and used inappropriately, for example to blackmail children, vulnerable adults, families or organisations;
- Inappropriate taking of image, or images being used inappropriately.

Overview

Parents, carers, children and Club members generally look forward to celebrating and or publicising successes by taking photographs at events. Documenting involvement and progress both by film and photos is widely accepted as contributing to the enjoyment of the sport and Club life. It’s also recognised some coaches find it helpful to use photographs or film as a coaching tool to support a sailor’s development.



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The Club recognises the use of photos and film on websites, social media, posters, within the press or other publications, can pose direct and indirect risks to children and vulnerable adults if they are not managed appropriately.

Remember:

- It's not an offence to take appropriate photographs or film footage in a public place even if asked not to do so;
- No-one has the right to decide who can and cannot take photos or film in public places;
- If you have serious concerns about a possible child protection issue relating to the taking of photos or film footage then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.

However, the taking of appropriate photographs and or filming of children or vulnerable adults is supported by the Club. Everyone wishing to film or take photos has a responsibility to familiarise themselves with and adhere to the following guidance.

Guidance

There are two key principles to bear in mind:

Before taking photos or video, written permission must be sought from the child / vulnerable adult and their parents/guardian / carer for their images to be taken and used

Membership consent

On joining the Club parents / guardians / Carers will be advised that the Club has a written policy on photography of children and vulnerable adults which can be found on the Club's website. Parents, guardians and carers should advise the Membership Secretary if there are restrictions on photography.

If there are restrictions or concerns the Welfare Officer will be notified and they will discuss this Policy with the concerned party and agree and document specific arrangements. These discussions should consider:

- use of images or footage on Club communication channels
- filming for internal coaching and development



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These agreed arrangements will then be shared with relevant members including Cadet leaders, helpers and instructors as appropriate.

Withdrawal of consent

Parents / Guardians / Carers may withdraw consent at any time. Where consent is withdrawn:

- the Club will take reasonable steps to ensure the child is not the subject of close-up filming or photography
- previously captured content will not be used for new purposes.

Withdrawal of consent **does not prevent** general, wide-angle filming of events where such filming is reasonable, proportionate, and not focused on the child. This recognises that it is not always practical or proportionate to prohibit general event filming due to the concerns of one parent alone.

When taking and publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child / vulnerable adult

Images should only be shared on the Club's closed WhatsApp Cadet app administered by the Club's Welfare Officer. **To be clear images must not be shared on any other communication channel without the express permission of the Club's Welfare Officer, Parents / Guardian / Carer.**

It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.

Any photo or video used for coaching purposes should be used in a respectful and positive way and take into consideration the feelings of the sailor. It should be the intention not to highlight negative issues. Photos and videos must be deleted immediately after the coaching session has finished.

No images should ever be used by anybody if they may cause upset, distress or embarrassment.

Care must be taken in the storage of and access to images.

If recognising the achievement of an individual sailor and wish to publish their first name with their photo, DO NOT publish any other information including family name (eg. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom'.



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Ensure that the people pictured are suitably dressed, to reduce the risk of inappropriate use.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the Club's Welfare Officer and treated in the same way as any other child protection concern.

Swimming presents a higher risk for potential misuse, so photos or film footage should:

- Focus on the activity rather than a particular person;
- Avoid showing the full face and body of a person – instead show people in the water, or from the waist or shoulders up;
- Avoid photos and camera angles that may be more prone to misinterpretation or misuse than others

Safeguarding restrictions

The following are **strictly prohibited**:

- All adults and young people should note that the use and/or recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, is **strictly prohibited in showers or changing areas and such use will be regarded as bullying**.
- intrusive or inappropriate imagery.

Raising concerns

All are encouraged to raise concerns promptly with the **Club Welfare Officer**.

Behavioural or conduct issues will be handled under Club disciplinary processes.

Policy and Procedures

This document is the sole source of the Policy and Procedures associated with Photographing and filming children and vulnerable adults.