

APPENDIX 21

PHOTOGRAPHIC IMAGES POLICY

This policy refers to any device that can take photographic images and includes mobile phones

Rules to be observed

While the BAB recognises that publicity and pictures of children enjoying Aikido are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardians have granted their consent for the taking and publication of photographic images and have signed and returned an appropriate "permission form".
- All children must be appropriately dressed for the activity taking place
- Photography or recording should focus on the activity rather than a particular child or children and personal details that might make a child vulnerable, such as their exact address, should never be revealed.
- Where an individual has achieved success in Aikido (e.g. when selected for representative team or showing triumph over adversity), permission must be gained from a parent/guardian to use photographs/recordings and relevant details
- Where possible, to reflect the BAB Equity Policy, photographs/recordings should represent the diverse range of children participating in Aikido
- Anyone taking photographs or recording at any Aikido event, regardless of equipment used and including mobile phones, must have a valid reason for doing so and seek the permission of the organiser(s)/person(s) in charge;
- They should make themselves known to the event organiser(s)/person(s) in charge and be able to identify themselves if requested during the course of the event;
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the CWO, ACPO or BAB Lead CPO, as appropriate.

Key Concerns

The key concerns contained within this policy regarding the use of images of children relate to:

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

Recording Images of Children

There have been concerns about the risks posed directly and indirectly to children through the use of photographs on sport websites and other publications. Therefore, the following guidelines should be followed:

- All children featured in photographs/recordings must be appropriately dressed with Dogi (training uniform) covering their torso from at least the bottom of their neck to their calves.
- The photograph/recording should ideally focus on the activity. Where possible, images of children should be recorded in small groups (the group may comprise any combination of adults and children);
- Club and Association coaches and teachers should still 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.

Publishing Images of Children

If a photograph/recording is used, personal details of children such as email address, home address and telephone numbers should never be revealed;

Ask for parental/guardian permission to use an image of a child. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Guardian and Child Permission Form is the best way of achieving this and can be done at the beginning of the year or term

Where a story concerns an individual (e.g. success at grading, their selection for representative team, triumph over adversity), particular attention should be paid to ensuring permission is gained from a parent/guardian and the child to use a photograph/recording and relevant details;

In order to guard against the possibility of a child under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded

Think about the level of consideration that you give to the use of images in all publications, e.g. the processes 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. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

Try to take photographs that represent the diverse range of children participating safely in Aikido. This might include:

- Boys and girls;
- Children from minority ethnic communities;
- Girls with hair covered;
- Disabled people;
- Glasses ;

Use of Photographic/Filming Equipment by the Media at Aikido Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.

While this might be rare in Aikido, all those involved have a duty of care to children to ensure that this risk is as small as possible. By taking some simple steps, risks will be reduced.

If professional photographers are commissioned or the press is invited to an Aikido activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of children:

- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign an Event Registration Form
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to Aikidoka or one-to-one photo sessions at events
- Do not approve/allow photo sessions outside the event or at the child aikidoka's home.

Use of Photographic/Filming Equipment by Parents and Spectators

If parents or other spectators are intending to photograph or video at an event they should also be made aware the expectations:

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

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- Event organisers should approach and challenge any person taking photographs who has not made his/herself known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

Summary

Protecting the welfare of children is about putting in place the best possible practices and procedures; this will protect not only children but also the adults in Aikido.