



PHOTOGRAPHY AND FILMING POLICY

Date that this document was last reviewed and updated if appropriate:

3 November 2024

The purpose and scope of this policy

1. Glenearn Badminton Club (“the Club”) hosts events and activities for adults, young people and children.
2. The purpose of this policy is to:
 - protect adults, young people and children who take part in the Club’s events and activities, specifically those where photographs and videos may be taken.
 - set out the overarching principles that guide our approach to photographs/videos being taken of adults, children and young people during our events and activities.
 - to ensure that we operate in line with the Club’s values and within the law when creating, using and sharing images of children and young people.

Legal framework

3. This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Scotland.

Policy

4. We believe that:
 - children and young people should never experience abuse of any kind.
 - we have a responsibility to promote the welfare of all children and young people and to take, share and use images of adults, young people and children safely.
5. We recognise that:
 - sharing photographs and films of our activities can help us celebrate the successes and achievements of adults, young people and children and provide a record of our activities and raise awareness of the Club.
 - the welfare of the children and young people taking part in our activities is paramount.
 - children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.
 - adults also have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation.

- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images.
- consent to take images of adults is only meaningful when those adults understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images.
- there are potential risks associated with sharing images of children online.

We will seek to keep people safe by:

- obtaining consent from a child's parents or carers before taking and using a child's image
- obtaining consent from an adult before taking and using their image
- explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.
- making it clear that if consent is withdrawn for an image to be shared, it may not be possible to delete images that have already been shared or published.
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing (including safety wear if necessary)
 - avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused.
 - using images that positively reflect people's involvement in the activity.

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

If an adult, or a child's parents and/or carers, do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the adult / child or make them feel isolated.

We will never exclude anyone from an activity because we do not have consent to take their photograph.

Some images might be viewable by large numbers of people, such images that are published online, on social media, in newspapers and in other media that are accessible by the public or by large numbers of people. It might not be possible to remove all copies of such images, and the Club will not be able to fully control access to such images. Other images held by the Club that have not been published on such media, will be stored securely as follows:

- Hard copies of images will be stored in locked premises, safes, drawers or cabinets.
- Digital copies of images will be stored on devices or in the cloud where they can only be accessed by a small number of Club representatives using a password.