OXFORD & WITNEY
ARTISTIC SWIMMING CLUB

SwimMark
ESSENTIAL CLUB

# Photography and Photographing Members Policy

## 1. Scope of this Policy

1.1 This policy is written using the guidance laid out in the Swim England Wavepower document.
1.2 The policy applies to all photographs taken on any type of camera or recording device (including mobile phones/smart phones) and all types of moving pictures including video recordings and video streaming.
1.3 The policy applies to all swimmers under the age of 18 years.

## 2. Aims of the Policy.

2.1 This policy aims to prevent: -
a) the use, adaptation, or replication of images for child abuse either via the internet or via printed matter.
b) the grooming of children or young people.
c) the identification and location of children and young people where there are safeguarding concerns.

## 3. The Use of Official Photographers

3.1 Should Oxford and Witney Artistic Swimming Club (OWASC) decide to use an official photographer at an open competition, the club will ensure that the person(s) appointed is (are) approved and have the consent of the Competition Manager to attend the event.
3.2 In such cases, the meet details will include information in respect of the attendance of an official photographer.
3.3 OWASC will screen all official photographers for their suitability for working with children. They will then receive training and information on child safeguarding policies and procedures. They will be provided with a copy of the clubs' safeguarding policy, Wavepower guidelines and this policy before the event.
3.4 The designated Official Photographer for the event will be made known to OWASC members before the event and be issued with identification to be worn at all times.
3.5 The aim of the official photographer will be to help celebrate and promote swimming. In this spirit, Oxford & Witney Artistic SC will ask the photographer to:

- Focus on the activity rather than the individual child or young person.
- Include groups of children or young people rather than individuals if possible.
- Ensure that all children and young people featured are appropriately dressed.
- Represent the broad range of children participating in the sport.

3.6 OWASC will inform the photographer about how to identify- and avoid taking images of -children without the required consent for photography.
3.7 If the resulting photographs are to be published anywhere, the club will inform parents and swimmers of their right to withdraw consent for photograph(s) to be used.
3.8 At an event or competition where the host Organisation has an official photographer, or for example intends to stream the event or competition online- all OWASC parents/guardians and members who are attending will be made aware of this in the event details. If photographs are to be published anywhere each individual and/or their parent/guardian must be given the opportunity to withhold their consent. Their right to do so must be specifically drawn to their attention.

**4. The Use of Photography and Video Imaging by Parents at Competition.**

4.1 Parents wishing to photograph their child / young person at open competition will be asked to abide by:

- OWASC Code of conduct for Parents • OWASC Photography Policy guidelines
- OWASC Social media Policy.
- And sign the competition photography register and to provide their address.

4.2 OWASC then permits them to take photographs in the belief that their own child is the main subject of the photograph.

4.3 The regulations relating to parents taking photographs or video footage will be included in the competition details.

**5. Photographs on Club Notice boards, Website and Heja.**

5.1 OWASC will seek the consent of parents / guardians to use photography and video clips of swimmers under 18 years of age in their published materials as part of their membership application process.

5.2 OWASC will also seek consent of the swimmers concerned.

5.3 All images will be in line with Wavepower.

5.4 However, refusal to consent to photography or video images being used will not constitute a valid reason for refusing membership to the club.

5.5 Changes to consent should be made known in writing to OWASC Head Coach or Welfare Officer as soon as possible to prevent any misunderstanding.

**6. Photographing Children and Young People During Club Sessions**

6.1 Only OWASC named personnel will be permitted to take photographs or video images during club sessions to develop specific artistic swimming skills or for promotion purposes. (A list of designated personnel will appear on Club website).

6.2 Parents are **not** permitted to take photographs or video footage during sessions including images on a mobile phone, except with permission from session Coach and arranged prior to sessions.

6.3 OWASC will inform parents and athletes of the presence of a photographer at a session ahead of time via the Heja App.

6.5 Parents or Athletes can withdraw their consent to photographs in writing at any time prior to the session as in point 5.3.

6.6 The use of any photography equipment/mobile phones in changing areas is not permitted under any circumstances.

**7. Standards of Photography**

7.1 All photographs must adhere to Swim England standards of decency. These are as follows: -

- Action shots should be a celebration of swimming as a sport and not sexualised images in a sporting context.
- Action shots should not be taken or retained if they reveal a torn or displaced swimming costume.
- Poolside shots should normally be above the waist if only in a swimming costume or full length if a tracksuit is worn.
- Photographs should not be taken from behind the starting blocks or show swimmers climbing out of the pool.

7.2 Published photographs may identify the swimmer by first name only and club but not by the swimmer's address or school.

7.3 A parents / guardian/swimmer may withdraw their consent at any time and OWASC will take all reasonable steps to respect their wishes.

## 8. The Storage of Photographic Images and Video Footage.

8.1 Video footage made and used by the club's coaches or coaching assistants will be deleted as soon as it is no longer of use to the swimmer and where possible not be taken on personal devices.

8.2 Photographic images will be stored in line with the OWASC privacy/GDPR Policy.

- 8.2.1 Hard copies of images must be kept in a locked drawer.
- 8.2.2 Electronic images must be in a protected folder with restricted access.
- 8.2.3 Images should not be permanently stored on unencrypted portable equipment such as laptops, USB sticks or mobile phones.

8.3 These will be reviewed annually.