



The aim of this policy is not to ban photography, images or videos, rather to help CSCSC avoid potential sources of photography misuse, child abuse and it is based on best practice and [Wavepower 2024](#).

This policy applies to all photographs taken on mobile phone, digital camera, or film. and any form of moving pictures including video (and streaming). Images are not exclusive to those suspected as indecent/child abuse. The terms “Child” or “Children” include anyone under the age of 18 years.

It should be acknowledged that the great majority of images are appropriate and are taken in good faith, celebrating or publicising sporting endeavours and achievements. However, it is a fact that images can be captured, reproduced, and misused whereby children could be put at risk if procedures are not observed.

### Swim England’s Recommended Best Practice

- It is recognised that most leisure centres and meets will have procedures regarding the use of equipment that can take a photograph or video. Parents and carers are asked to respect the site or events procedures.
- The publishing of a photograph of Swimmers either on a notice board, publication, social media or video/reel should only be done with Parents’ consent and in line with Swim England guidelines & [Wavepower 2024](#)
- A Parent or Guardian has a right to refuse to have their child(ren) photographed. A Child or Member also have the right to refuse to be photographed. Any photo/video that will be published/posted, should have received parental consent, preferably in writing.
- Under Swim England’s photos guidance, once a Parent has signed the Club’s Photography Consent Form (within the annual membership agreements), the Parent is willing to have their Swimmer’s image captured, so long as the Swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo.
- In the case of open meets and other competitions where the host club has an official photographer present, all Parents attending should be made aware of this in your meet details. If photos are to be published anywhere, all Parents should be informed of the use of images and how to withdraw their consent.

### All photographs must observe generally accepted standards of decency:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of Children should normally be above the waist only in a swimming costume, though full length fully clothed shots are permitted.
- Photographs should not be taken from behind swimming blocks at the start of a race or show Children climbing out of the pool.
- Published photographs may identify the Swimmer by name and Club but must not state the Swimmer’s place of residence or school attended. Swim England does not wish to stop Parents photographing their Children if they wish, but all Clubs must ensure they do all they can to safeguard every Child’s wellbeing, helping Parents understand best practice to safeguard all children (e.g. refraining from including other individual children in shots).



## The Official Photographer

Their role is to take appropriate photos that celebrate and promote swimming. Anyone in this role should have a Disclosure and Barring Services (DBS) and when using a self-employed photographer, in line with Swim England & [Wavepower 2024](#), Camden Swiss Cottage Swimming Club will require the photographer's current DBS certificate, no convictions agreement and references. Any official photographer/delegated volunteer will be provided training and information on CSCSC's safeguarding policies and procedures.

When taking any images they must be asked to:

- Focus on the activity rather than the individual Child.
- Include groups of Children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming.

The official photography/delegated volunteer must receive clear instructions at an early stage and CSCSC must establish and clarify the following points as part of commissioning and contracting an official photographer:

- Inform Parents/Guardians and Children that a photographer will be in attendance. Should it be agreed with the photographer to take general images of the event (e.g. wide-angle images) all Member will be informed of the images being taken and their intended purpose.
- Check Club records to ensure Parents/Guardians and Children consent to both the taking and publications of photos or videos.
- Check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken.
- Issue the photographer with identification, which must be worn at all times.
- Provide the photographer with a clear brief about what is considered appropriate in terms of the image content and their behaviour. Provide the Club's safeguarding and photography policy and procedures, highlighting that photos/videos may only be taken in the competition arena (e.g. one-to-one photo sessions or photos off site).
- Clarify areas where photography is prohibited (e.g. toilets, changing areas, first aid areas, etc.).
- Establish the Swimmers whom do not have photography consent (withdrawn from the Parent or Member) and how to identify, then avoid taking images of these Children.
- Clarify ownership and access of the images and how long they will be retained, how they will be shared and/or published – all must be in line with CSCSC safeguarding and photography policy.



### **Guidance on filming Children during Club sessions**

All filming will be focused on assisting in swimming stroke and technique development, in line with [Wavepower 2024](#)

Annual signing of the photographic consent will infer consent to filming for this purpose. Parents will also be informed when filming for these purposes will be undertaken (should they wish to attend these sessions or review these images), again having the opportunity to withdraw consent. After filming, unless it can be justified as to why the footage is to be retained, it should be destroyed once it has served its purpose.

Filming must be ceased and/or the footage destroyed should any concerns be raised or if consent is withdrawn.

### **Mobile phones**

Photos/Videos taken with mobile phones must fall within CSCSC's safeguarding policy, Swim England guidelines & [Wavepower 2024](#). **Use of a mobile phone or device in a changing area is prohibited.**

### **Reporting concerns**

Any concerns regarding inappropriate or intrusive photography should be reported to the event organiser, an appointed Welfare Officer or another official. At CSCSC, the Club Welfare Officer can be contacted by email: [welfare@camdenswimming.co.uk](mailto:welfare@camdenswimming.co.uk)

These concerns must be dealt with according to the safeguarding reporting process outlined in [Wavepower 2024](#).

Should there be any concerns or suspicions about potentially criminal behaviour this must include referral to the Police.