



### **Guidelines for use of Photographic and Filming Equipment**

**This policy adheres to recommended BCU guidelines.**

Whilst Peak Paddlers (“the Club”) recognises that publicity and pictures / recordings of young people enjoying paddlesport are essential to promote the sport and a healthy lifestyle, the following guidelines should be observed.

The key concerns regarding the use of images of children / young people relate to:

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

### **Guidelines for Photographic / Recorded Images**

- Ensure parents / guardians / young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with outer clothing garments covering torso from at least the bottom of their neck to their thighs. (ie a minimum of vest / shirt / shorts).
- The photograph or recording should focus on the activity rather than a particular young person and personal details, such as their exact address, should not be revealed.
- Clubs, coaches and volunteers should 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 this material.
- The Club should not use any images of children or young people who are the subject of any Court Order (prohibiting photographs), or those who have denied their consent.
- On joining the Club, Parents/ Guardians agree to inform the Club of the existence of any such Court Order regarding the child, and to inform the Club if any such Court Order arises during the course of Club membership.
- Parents and spectators taking photographs / recordings should be prepared to identify themselves if requested, and state their purpose for photography / filming.
- Any concerns regarding the potentially inappropriate photography / filming, or the use of images, should be reported to the Club via the CWO in the first instance, and via the BCU or Police in the absence of the CWO
- Contact numbers for BCU Child Protection 24 hour helplines are available in the Changing Rooms and the Club Handbook, also on the BCU website.

### **Guidelines for Publishing Photographic / Recorded Images**

- If a photograph is used, avoid naming the child. Personal details of children such as name / address / phone number / e-mail address etc should never be given on a web-site or in print.
- Apply an increased level of consideration to all images of children used in any promotions.