



## Ball Hockey UK

### Photography & Video Policy

#### The Purpose Of This Policy Is To:

- protect children and young people who take part in Ball Hockey UK's services, events and activities, specifically those where photographs and videos may be taken
- set out the principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people This policy statement applies to all staff, volunteers and other adults associated with Ball Hockey UK.

#### Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the United Kingdom. A summary of the key legislation applicable to each country within the UK is available from <https://learning.nspcc.org.uk/child-protection-system>

#### Photography Statement

Ball Hockey UK recognises that children and young people must never experience abuse of any kind and we acknowledge that we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely. In promoting this we recognise that:

- the sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- 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
- 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
- there are potential risks associated with sharing images of children online.

## Consent

It is extremely difficult to monitor where images may be used therefore if consent is given images may be used in all Ball Hockey UK publications. If consent is withdrawn or not given for one area it will be assumed that consent is withdrawn/not given for all areas. For example, it is not possible to allow an image to be used on social media but not allow permission for its use on the website. If an image is not allowed to be used in one area it will not be used anywhere.

### We Will Seek To Keep Children Safe By:

- always asking for written consent before taking and using a child's image
- always 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 a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published online
- only using first names if we need to identify the subject of the image
- never publishing personal information about individual children
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- using images that positively reflect young people's involvement in the activity.

We ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### Photography And/Or Video For Personal Use

When children themselves, parents, carers or spectators are taking photographs or video at our events and the images are for personal use, we will announce details of our photography policy before the start of the event.

This includes:

- reminding parents, carers and children that they need to give consent for Ball Hockey UK to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them.

- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share.
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

## **Photography And/Or Filming For Ball Hockey UK's Use**

We recognise that our coaches may use photography and filming as an aid, however, consent is still required for this and children, young people, parents and carers must also be made aware that photography and filming is part of the programme.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behavior
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

## **Photography And/Or Filming For Wider Use**

If local journalists, professional photographers (not hired by Ball Hockey UK) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- their name and address
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Ball Hockey UK will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended

subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable.

If Ball Hockey UK is concerned that someone unknown to us is taking photographs/video we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

## Storing Images

The storing of images and videos is discouraged, however, where it is deemed essential, we will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will never keep hard copies of images. Electronic images that need to be retained will be stored in a protected folder with restricted access. Any images that are stored will be for a maximum period of two years.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Organisations that store and use photographs to identify children and adults for official purposes, such as identity cards, should ensure they are complying with the legal requirements for handling personal information. Further guidance can be found on the Information Commissioner's Office website at [ico.org.uk](http://ico.org.uk).

## Safe Guarding Contact Details

Senior Lead For Safeguarding Name	Donna Laverty
Email	<a href="mailto:donnalBHUK@gmail.com">donnalBHUK@gmail.com</a>
NSPCC Helpline	0808 800 5000

## Monitoring & Review

We are committed to reviewing our policies and good practice every three years or sooner if there are any changes in legislation or government guidance or as a result of any other significant change or event.

Policy Owner	Ball Hockey UK
Policy Title	Photography Policy

BHUK Contact Email	<a href="mailto:contactBHUK@gmail.com">contactBHUK@gmail.com</a>
BHUK Website	<a href="http://www.ballhockeyuk.com">www.ballhockeyuk.com</a>
BHUK President Name	Rob Clayton
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