

## Introduction

The Filming and Photography Policy provides guidance for Swim Ireland members on taking and using appropriate images. This policy is not about preventing parents/guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This policy is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

## Definitions

**Event:** may include competition, training session, social function or any activity organised at any level of Swim Ireland

**Image:** refers to all photographic and film/video footage.

**Responsible person:** may include the children's officer, head coach, event manager, event controller or facility manager at an event

**Young people:** refers to all people U18; whilst this policy is designed to minimise risk to U18's this guidance should be used to minimise risks for all athletes of any age.

## Permission to take images

Permission is sought by the club, region and Swim Ireland to ensure that young people and parents/guardians are aware of when and how their images may be used. Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means – an individual permission form is provided in Appendix 1
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form. The wording used on the individual form in Appendix 1 should be included.

For third party photographers, film/videographers or other organisations employed to take images each person must complete the Self-Declaration Form, provided in Appendix 2. For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity. A template Registration Form is provided in Appendix 3.

## Announcement at events regarding taking and the use of images

The club/region/Swim Ireland should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

*"All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity."*

If a company/person has been authorised by completing the Self Declaration Form the following should be included in the announcement:

*(Name of company) has been authorised to take photographs of individuals in accordance with Swim Ireland policy."*

## **Taking images in certain environments**

Swim Ireland members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

- Changing rooms
- Open changing areas such as 'villages',
- Individual changing/private cubicles provided for personal use
- Toilets
- Medical/physio treatment rooms

Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.

## **Types of appropriate images**

Only appropriate images of children should be used, for example:

- Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits
- Action shots of young people where the focus is on the participation in the sport, not the athlete

Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

## **Safe use of images**

Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development within the particular aquatic discipline. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

Types of images and appropriate use:

- a) Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publically.
- b) Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. We expect these images to be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.

- c) Media images – these are images taken by an individual from the media, i.e. TV, newspaper or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- d) Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.

### **Use of images on social media**

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- i) Personal details of a young person should not be included
- ii) Captions should be in keeping with the sport represented
- iii) The posting and any purpose should not breach the codes of conduct
- iv) The type of image should not breach guidance in this policy

### **Storage of Images**

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
- If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

### **Inappropriate Images**

#### **Taking inappropriate images**

If there is any concern about the nature of any image taken this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the *Swim Ireland Safeguarding Policies and Procedures* (latest update).

#### **Non-authorized taking of images**

If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person. It may be necessary to report the non-authorized taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorized taking of images to the facility manager.

### **Inappropriate use of images**

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/guardian of any young person involved
- The person responsible for posting the image
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/disciplinary procedure against those involved in Swim Ireland. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie/>

### **Installation and use of CCTV (Closed Circuit Television)**

The use of CCTV is a positive step in safeguarding those that use facilities. It is important that clubs using a facility are aware of blind spots (potential risk areas), who has access, the use of images and the facility procedure for dealing with incidents or misbehaviour. The information regarding the presence of CCTV within a facility should be available to members and/or parents/guardians.

A club should have a copy of the facility's policy regarding the use of CCTV, usually as part of a club/facility agreement. Queries regarding the use of CCTV are a matter for the facility or the operating company. Any queries from members should be directed through the club as the club has the agreement with the facility.

The following information should be noted:

- Who in the facility has day to day responsibility for the system and operation of the CCTV
- The number of cameras located in the specified areas
- Are spectator areas covered (i.e. can someone misbehaving in this area or regularly turning up for less than innocent viewing purposes be monitored)
- Identify areas of the facility that cannot be monitored – if these areas are easily identified by anyone with intent it would be important to know in order to be extra vigilant
- Who, during sessions, is responsible for monitoring the cameras and what is the policy for dealing with any perceived misconduct or incidents viewed at the time
- Who has access to the password protected files

CCTV does not replace vigilance and proper supervision for training sessions and activities as required by Swim Ireland.

**END**

**Swim Ireland Filming and Photography Policy April 2016**

## Individual Permission Form for taking or use of images

\_\_\_\_\_ (*insert Club/Region/Swim Ireland*) request permission to photograph and/or record video footage for \_\_\_\_\_ (event/activity).

Photographs/videos will be taken by an appropriate person appointed to do so by \_\_\_\_\_ (*insert Club/Region/Swim Ireland*). Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the *Swim Ireland Safeguarding Children Policies and Procedures*. No child/young person will be identified individually in any published image or film footage.

### Consent

I confirm that I give permission to be filmed and/or photographed for the event described above. Any photographs and/or part of the video may be used in accordance with the Swim Ireland Filming and Photography Policy.

Athlete's name: \_\_\_\_\_ Membership no. \_\_\_\_\_  
(Print name)

Athlete's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **If athlete is under 18 the parent/guardian must also sign to give consent:**

I confirm that I give permission for my child to be filmed and/or photographed and confirm I am the legal parent/guardian of the above named young person.

Parent/Guardian's name: \_\_\_\_\_  
(Print name)

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Notes

This permission will remain valid until \_\_\_\_\_ (*insert date*)

## **Disclosure of Criminal Convictions and Relevant Information Information for Service Provider employees**

### **Please read this information carefully:**

Swim Ireland is committed to creating and maintaining the safest possible environment for young people who participate in the sport, which reflects the guidelines contained in our Safeguarding Policies and Procedures (latest update). Part of our procedures is to ensure that all members working with young people in regulated and/or relevant work or activities complete the vetting process through the National Vetting Bureau (ROI) or Access NI (NI).

Where an individual is employed, through a Service Provider, to deliver a service that is not classed as regulated and/or relevant work or activity within Swim Ireland in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 – 2016 (ROI) or Part V Police Act 1997 (NI) Swim Ireland requires the individual to complete a self-declaration form – as attached.

The Self-Declaration Form requests information regarding criminal convictions or any other relevant information where individual is working with young people. Any information supplied will be treated confidentially and considered in the context of the role/the nature of the offence.

Please complete this form as accurately as possible and return it marked “Confidential” to the organiser of the event/activity or otherwise advised.

Thank you for your co-operation.

Kate Hills  
National Children’s Officer  
Swim Ireland

## Self-Declaration for Service Provider Employees

All answers will be treated in a confidential manner.

1. Have you ever been asked to leave a sporting organisation?  
 Yes  No
2. Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?  
 Yes  No
3. Have you ever been known to the Statutory Authorities or Social Services department as being a risk or potential risk to children or young people?  
 Yes  No
4. Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or young people?  
 Yes  No

(If you have answered yes to any questions above we will contact you in confidence)

<b>Confirmation of Declaration (tick boxes to confirm)</b>	
I agree that the information provided here may be processed in connection with my role and I understand that any role may be withdrawn or immediate dismissal from the role I provide if information is not disclosed by me and subsequently comes to the attention of _____ (insert Club/Region/Swim Ireland).	<input type="checkbox"/>
I agree to inform _____ (insert Club/Region/Swim Ireland) within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	<input type="checkbox"/>
I understand that the information contained on this form and information supplied by third parties may be given by _____ (insert Club/Region/Swim Ireland) to other persons or organisations in circumstances where this is considered necessary to safeguard other children or young people.	<input type="checkbox"/>
Where required under the National Vetting Bureau (Children and Vulnerable Adults) Act 2012-2016 (ROI) /Part V Police Act 1997 (NI) I confirm I have been vetted for my position by my organisation and have received no disclosures that prevent me providing the service for which I am employed.	<input type="checkbox"/>

I declare that the answers I have given above are complete and correct to the best of my knowledge and I will inform \_\_\_\_\_ (insert Club/Region/Swim Ireland) of any changes.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Swim Ireland Filming and Photographic Devices Registration Form



Event: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Venue: \_\_\_\_\_

	Name	Phone number	Type of ID seen	Device name/type	Signature
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3					
4					
5					
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11					
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14					
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18					

Registration process:

1. Check ID of person wishing to register and record; 2. Ask person to complete name and phone number; 3. Fill in device name and type; 4. Ask person to sign