



# Hinksey Sculling School

## Guidelines on the control and use of photographic equipment

The management of photography of children in rowing is a difficult subject as competition and training is almost exclusively carried out in large open public spaces where it is not possible to control admission. Hinksey Sculling School is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

### What are the risks?

1. Photographs can be used as a means of identifying children and young people when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to 'groom' that child for abuse.
2. Photo or video content may itself be inappropriate, or images may be used inappropriately or out of context.

### Minimising the risks

Athletes, coaches and parents should take the following into account when publishing any photographic / film material:

- **Identification:** individuals must ensure that the visual contents or captions cannot be used as a means of identifying children. This includes names, addresses, or any other unnecessary information, which could be used to trace the child. Ensure that this information is withheld in all reproductions.
- **Dress:** children should be photographed or filmed in suitable dress. Some sporting activities have a higher risk or potential misuse of imagery than others, such as swimming, gymnastics and athletics, but the clothing worn in rowing could be seen to have a number of similarities with these sports. Make sure that the footage or photographs focus on the activity, rather than a full body shot. Try to focus on the activity rather than a particular child.
- **Safety:** it is important that children are not featured wearing jewellery, body piercing or clothing that could present a safety risk. Also ensure that the

photographer photographs the subject(s) in the appropriate safety equipment. For example where appropriate, lifejackets should be worn.

- **Consent:** As part of the HSS registration form, parents agree to data being held by HSS for reasonable purposes such as in training videos, on social media platforms and for publicity. When practical, consent from the athlete should be sought before publicising images.
- **Report:** if you suspect someone of taking photographs for an inappropriate use you should report him or her to the Club Welfare Officer, Police or Social Services.

### **Use of Video for training purposes**

In rowing, video footage of athletes training is an essential tool in improving technique. Coaches should follow the guidelines below in order to ensure correct safeguarding measures are implemented:

- Hard copies of images must be submitted to the Director of Rowing at the earliest opportunity to be kept in a locked file.
- Where possible, training videos or photographs should be taken using a recording device belonging to the athlete being filmed or photographed.
- Where this is not possible, the footage or photograph should be transferred to the possession of the athlete if desired and then deleted from the coaches' recording device.
- Footage or photographs that the coaches wishes to refer to in future should be given to the Head Coach or Director of Rowing at the earliest opportunity to store on encrypted equipment, and should then be deleted by the coach.