# Photographic Policy

Orkney Fencing Club (OFC) have a strong commitment to the safety of children and adults at risk who take part in fencing. As a British Fencing registered Club we have committed to the following guidelines.

Taking pictures and videos are an important part of sporting life as an aid to coaching, for keeping a record and promoting our sport. We are committed to doing our best to ensure that any imagery used within fencing promotes our sport in the best light.

It is not our intention to prevent parents, carers or other responsible adults from taking pictures of their children but rather to ensure photographic practices are carefully monitored to allow us to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions and is in line with our Child and Adults at Risk Protection Policies. The safety of the child or adult at risk is paramount, and in this we need to create safe secure environments in which our young fencers and adults at risk can train, compete and socialise.

Although rare, there are risks of abuse arising from the misuse of imagery.

These risks include:

• The use, adaptation, or copying of images for child abuse, either on the Internet or in print.

• The identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.

• The identification and location of children from images where there are safeguarding concerns. For example, when a child:

- o has been removed from their family for their own safety
- o has restrictions on their contact with one parent following a parental separation
- o is a witness in criminal proceedings

**Guidelines**

We want our fencers to be safe, so BF registered clubs and events must comply with the following guidelines:

• no photograph, video clip or other image of a young person or adult at risk involved in any aspect of fencing should be published whether in print or electronically (e.g. on a website) without written, informed consent from the person concerned and/or their parent or carer

Adapted from British Fencing Photography Policy 2017

• no personal information, other than their name and their club, should accompany published images

• while some editing of images is acceptable, images taken of young people involved in fencing should not be modified, merged or manipulated in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate

• care must be taken to ensure that images of children who are under a court order are not recorded or published without permission

• simultaneous, live streaming of images onto a website should be approached with caution and prior guidance should be sought from BF. BF recommends pre-recording and, where appropriate, editing material to remove any inappropriate images before it is published. If this cannot be guaranteed in advance, live streaming of events that include young people and/or adults at risk should not be used

• any instance of the use or publication of inappropriate images of young people involved in fencing should be reported to British Fencing who may then inform the appropriate authorities;

• clubs are recommended to introduce a consent form, ideally as part of the process applied when a fencer joins the club, concerning the taking of images for training purposes.

• Identify those that do not want to be photographed and inform all relevant staff at that event

**OFC include this consent as part of the membership form which is renewed annually. Should a parent or carer wish to opt out of this consent the club should be informed on submission of membership. However, any member may opt out of this consent at any time by notifying the Welfare Officer or Coach.**

When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed on line.

The following steps can be taken to reduce the risk from the publication of imagery:

• do not use any personal details of a young person or adult at risk if it is possible from the image to identify the location where they might attend on a regular basis

• if it is not possible to ascertain any training or competitive location, consider using a first name only next to an image

• the dress of a child should be considered when using the photo

• do not use images that can appear staged and potentially provocative

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• always use a parental consent form to request the use of a child or adult at risk's image for publication. The parent/carer should be encouraged to discuss the matter with their child before signing a consent form.

British Fencing should be informed of any inappropriate use of imagery on fencing websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that appears to be being used illegally online should report the matter to Child Exploitation and Online Protection Centre (UK) (CEOP), who provide a single point of contact for reporting abuse of children online.