



# RECORDING AND PUBLISHING IMAGES POLICY

Old College recognises the importance and the sensitivity of photographing people on our premises and adheres to the LTA Policy on Recording and Publishing Images. (For the full policy see the LTA website: <http://www3.lta.org.uk/safeguardingresources/>). In particular Old College highlights the following principles:

## Parents, Carers and Spectators

Parents, carers and other spectators are required to register at an event if they wish take photographs. The event organiser will ask anyone not registered to stop using photographic equipment and delete any images that may have been taken.

If any parent, carer or spectator has concerns about inappropriate photography, this should be reported immediately to the event organiser, official or welfare officer, who will follow child protection procedures.

If you wish to take photographs at an event or publish images following an event you must ensure you have consent from parents, carers or the individual (if over 18) prior to the event and that you are registered with the event organiser.

If you see any individual taking photographs which you deem to be intrusive or inappropriate you must address this in line with the child protection procedures.

## Children and Young People

Parents or carers must give permission for their child/charge to be photographed. Old College routinely asks parents and carers for such permission when a junior joins the Club.

If you see someone taking photos or filming that makes you feel worried, tell your parent or carer, or the event organiser or welfare officer straight away.

## Photographing and Recording

All children featured in photographs or recordings must be:

- Appropriately dressed with clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt;
- Featured with people engaging in tennis;
- Recorded in groups with other children or adults where possible; and
- Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability.

Any inappropriate use of images will be reported to the LTA Safeguarding Team and the Police.

Authorised by: Club Committee  
Date: 17 June 2015