

## **Heart of Midlothian ASC: Use of Photographic and Video Equipment Policy**

### **Notification**

- From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in swimming. This could be for one of the following reasons:
  - Video footage for performance development.
  - Media coverage of an event or achievement.
  - Promotional purposes e.g. website or publication.

In order for photographing / filming to take place the following forms will need to be completed and submitted to the club:

- a. Photography and Video Consent Form
  - b. Request for the use of Camera and Video Equipment
- Materials promoting events will state, where relevant, that photography and filming will take place.
  - Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued
  - Information about what to do if concerned about photographing and filming will be available at all events.
  - Registration of intention to photograph will be required on the day (Request for Permission to Use Camera & Video Equipment). This enables tracking of the equipment and operator should concerns arise in the future.

### **Use of Images & Information**

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Scottish Swimming's Child Protection Policy & Procedures.
- Heart of Midlothian ASC will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

- We would request that the swimmer's modesty is protected at all times. To this end, swimmers should only be photographed in swimwear during action or staged shots.

#### **Concerns**

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day.
- Where appropriate concerns should also be reported to the police.

**Application forms for permission to photograph or video are available from:**

**Name:** \_\_\_\_\_ **Tel number:** \_\_\_\_\_

***NB: It is the camera users own responsibility to be aware of facility Normal Operating Procedures. Permission from the club does not necessarily infer permission from facility owners / operators.***

