

Photography and Video Policy

As we have a Junior section at Manchester Triathlon Club, we have children, members, who take part in swimming, cycling and running sessions as part of their membership of the Club. The Club also organises events (triathlons, aquathlons, duathlons etc.) and training sessions that members and non-members can attend. This policy statement is to:

- Protect children and young people who take part in the Club's sessions, events, and other activities at which photos or videos may be taken
- Set out the overarching principles that guide the approach to photographs/videos taken of children and young people during the events and activities
- to ensure that the Club operates in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement along with the [British Triathlon Photo and Video and Guidance](#) applies to all members, coaches, volunteers, officials, parents/guardians or any other adults associated with the Club and the operation and delivery of its activities.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs/videos of our activities can help the Club celebrate the successes and achievements of our children and young people, provide a record of the Club's activities and raise awareness of the Club
- the welfare of the children and young people taking part in the Club's activities is paramount
- children, their parents, guardians and carers have a right to decide whether their images are taken and how these may be used
- consent to take images of children and young people is only meaningful if the parents/guardians and children know and understand how the images will be stored and fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- always asking for written consent from parents/guardians/carers before taking and using a child's image. Renew that consent each year, through the membership sign up process
- always explain what images will be used for, how they will be stored and what potential risk are associated with sharing images of children
- making it clear that if a parent/guardian/carers remove their consent to the use of an image, it may not be possible to delete the images that have already been shared or published
- changing the name of children whose images are being used in our published material whenever possible (and only use first names if we do identify them)
- never publish personal information about the child and disguising any identifying information
- making sure that the child, parents/guardians/carers understand how any photographs/videos will be securely stored and for how long
- reducing the risks of images being copied and used inappropriately by only using images of children in appropriate clothing, avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused, and using images that positively reflect children and young people's involvement in the activity
- Ensuring that images are never taken in toilets or changing rooms
- The use of a camera at ground level is forbidden
- Where consent is not given to appear in photographs or videos, the children will be identifiable, so it is visible that they are not to appear in photos or videos.

If consent is not given then the Club will respect those wishes and we will agree how we can ensure that the child or young person does not appear in any pictures, without the child or young person feeling singled out or being isolated from the activity or event.

We will ensure that everyone involved in the Club is aware of this policy and knows the procedure to report any situations to keep children safe.

Photographs and videos at events – personal use

When children, parents/guardians or carers or spectators take photographs or film at Club organised events, for their own personal use, we will ensure that the following guidelines are included in the pre event information:

- Reminder to parents, guardians and carers that they should only be taking pictures/videos of the child/young person that they are responsible for

- Remind parents, guardians, carers and children that they need to give consent for the Club to take and use their images
- Asking parents, guardians or carers to not share photos/videos on social media of other children or young people, without asking permission from the other children, their parents/guardians or carers before sharing them
- Recommending that people check their privacy settings for their profile to understand who else will see the images/videos that they share
- Remind children, parents/guardians and carers who they can talk to if they have concerns images being shared

Photographs and videos at Events – The Club

The Club will generally use photographs and videos taken with a wider-angle shots, general photos and crowd shots so as to focus on many different elements rather than individuals and generally consent is not required for such pictures, however, you will be informed that a photographer is in attendance and will be taking these shots.

Where more specific photos/videos will be taken the Club will also ask for parent, guardian or carers consent to take photos/videos at the event as part of the sign-up process and the Club shall:

- Put up signs to inform participants that a photo/video will be taken
- Have the guidelines for the photos and video included in the pre-event information and on display at the event
- Where the Club hires a photographer for the event, the Club shall:
 - Provide a clear brief about the content and behaviour at the event – including but limited to ensuring that they focus on the activity rather than individuals
 - Ensure they the photographer is identifiable
 - Not allow the photographer unsupervised access to children or young people at the event
 - Ensure that the photographer is aware of any systems put in place to identify any children or young people that have not given consent
 - Report any concerns regarding inappropriate behaviour or actions

Third Party Events

If a third party, for example a PR company, would like to organise an event at which members of the Club are invited to take part then the Club shall work with the third party to ensure that they have the necessary consents in place and that all



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information as to how the photo/videos from the event will be shared with the Club and all those involved in the event.

Storage of Photos and Videos

The Club will store images in its Microsoft OneDrive which is only accessed by members of the Committee and it will be held in accordance with our safeguarding policy and data protection law.

Any photos and videos that are taken by the Club will only be used in accordance with the consent and for the purpose for which the consent has been given.

No hard copies will be printed, without express prior consent. Any hard copies will be held securely and for no longer than they are required before they are destroyed.


Other Policies

This policy should be read with the Club's Safeguarding and Welfare Policy

Useful Contact Details

NSPCC helpline 0800 800 5000

This Policy was implemented on.....30/8/25

Signed.....

This Policy was last reviewed on.....30/8/25