



## **RECORDING AND PUBLISHING IMAGES POLICY**

Anyone planning to use photographic equipment at events is required to register at each event. Consent is always required from parents/ carers to take photographs or film children and young people and again before printing or using the image or film.

### **Parents, Carers and Spectators**

The LTA encourages parent, carers and spectators to use photographic equipment to capture their child or friend playing tennis to support and encourage their experience.

Parents, carers and other spectators are required to register at an event if they wish to use any photographic equipment. 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.

### **Professionals, Competition Organisers and Officials**

The LTA requests that you ensure that all parents, carers and spectators who want to use photographic equipment at an event are registered with you.

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**

It is okay for a photographer to take photos when you are on court, as long as your parent or carer has told the photographer it is all right.

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.

### **Consent**

If you wish to take photographs or recordings, prior to any event, you should ensure you have obtained consent from:

- The event organiser, by signing the event Photographer Registration Form; and
- Parents, carers of all children involved, by signing the appropriate Media Consent Form.

In order to obtain consent you must explain why you are taking the images and what they will be used for. This ensures that parents or carers are giving informed consent. To achieve this it is strongly recommended they also sign the appropriate Media Consent Form. A form is available for individuals or for events.



## 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 should be reported to the LTA Safeguarding Team and the Police.

## Publishing Images

Remember to give adequate thought to the selection of images in publicity material both printed and web-based. Where possible, use a technique such as “watermarking” on the images.

All children featured can only be:

- Identified using their first name, although it is preferable that their name is not given;
- Printed or uploaded with written consent from parents/carers; and
- Shown engaging in tennis activities.

For your safety it is recommended that you avoid the following:

- Images of children and young people on their own;
- Images of children and young people outside a tennis environment;
- Streaming any content directly to a website; and
- Using any images for which you have not obtained consent (please use the Media Consent Form).

Please be aware, coaches, teachers and others may use video equipment as a legitimate coaching method. Tennis players and their parents or carers should be made aware this forms part of the tennis programme and that any recording will be destroyed after use.

## Safeguarding Team Contact Details

T: 020 8487 7179 M: 07971 141 024 (24 Hours) E: [safeguarding@LTA.org.uk](mailto:safeguarding@LTA.org.uk)

You may find it useful to refresh your knowledge of the Safeguarding Children and Young People Policy and Safeguarding Adults Policy (as required) and guidance. This can be found at [www.lta.org.uk/safeguarding](http://www.lta.org.uk/safeguarding).