



Photographic & Video Equipment Policy

It is the camera user's own responsibility to be aware of the Facility's Normal Operating Procedures. Permission from the club does not necessarily infer permission has been granted from the facility owners/operators.

Notification

All parents/guardians and children over 16 are asked for permission to be photographed or filmed whilst participating in club activities annually as part of the membership process. This could be for one of the following reasons: -

- Video footage for performance development;
- Media coverage of an event or achievement;
- Training Camps or Team Building Trips;
- Promotional purposes e.g. website or publication.

Any parents/guardians wishing to take pictures or videos at club training sessions must have permission from the club and complete the relevant paperwork required by the facility in which the filming is to take place.

Any parents/guardians wishing to take pictures or videos at galas/water polo matches must have completed the relevant paperwork required by the facility in which the filming is to take place. Those individuals will be formally identifiable by either a badge, sticker or arm/wrist band issued by the venue/event organisers. This enables tracking of the equipment and the operator, should concerns arise in the future. Information about what to do if concerned about photographing and filming will be available at all events.

Use of Images & Information

- All images and accompanying information will comply with Scottish Swimming's Child Protection Policy & Procedures;
- No photographing or filming will be permitted in changing areas, toilets or showers;
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers;
- Menzieshill Whitehall Swimming and Water Polo Club will ensure that all negatives, copies of videos and digital photograph files in our control 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.

Athletes modesty will be protected at all times. To this end:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context;
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume;
- Poolside shots of children should normally be above the waist only in a swimming costume, though full club kit shots are approved;
- Athletes should **only** be photographed in swimwear during action shots.

If anyone has any concerns what so ever with regards to anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing, they should be reported to the gala convenor. Where appropriate the gala convenor should report concerns to the facility manager and/or the police/social work.