



## 'PHOTOGRAPHING OF CHILDREN' POLICY & PROCEDURE

### INTRODUCTION

The majority of occasions when people take photographs of children and young people are valid and do not provide any cause for concern. Unfortunately there are occasions when this is not the case and these are some of the risks associated with photographing children.

- The collection and passing on of images which may be misused
- The identification of individual children to facilitate abuse
- The identification of children in vulnerable circumstances

Henley and Grange Swimming Club is committed to creating an environment in which children can participate in swimming safely and securely. Essential to this commitment, is to ensure that all necessary steps are taken to protect children from the inappropriate use of their images, particularly if the images are published on the internet or other media. The interests and welfare of the child are of paramount importance. This document is not intended to restrict parents or caregivers who are taking photographs of children for legitimate reasons. We as a Club must be aware that photographs can be used as a means of identifying children if accompanied by personal information such as a name. In addition, the content of a photograph can be used or adapted for inappropriate use.

### REASON AND PURPOSE

In general terms, there is no law in Australia that restricts capturing photographs of any persons. Some exceptions exist such as indecent or voyeuristic images, those prohibited by a court order, or those that are defamatory or for commercial purposes. The rights of children are also protected via the criminal code, which prohibits the photography of children in a provocative or sexual manner.

For these reasons photographs should only be taken by an authorised person who has a legitimate reason related to the child, the Club or the sport.

A photograph must not allow a person unconnected with the child to identify that child or his or her whereabouts.

### GUIDELINES FOR PHOTOGRAPHING CHILDREN

1. Consent is to be obtained from parents/guardians relating to the photographing of Club swimmers.
2. Swimmers and parents are to be advised that a photographer will be in attendance at an event and ensure they consent to both the capture and publication of images. A consent form must be completed by the parent/caregiver of each swimmer.
3. The Club representative photographer will be a person with a current National Police Clearance Certificate approved by Swimming SA.
4. No unauthorised access to children by any photographer or one-on-one photograph sessions will be permitted at events.
5. Photographs are not to be taken outside of an event venue or outside a child's home.
6. All parents or other spectators who are intending to take photographs at an event, are to be made aware of Club policies and procedures.
7. Concerns regarding inappropriate or intrusive photography should be reported to the event organiser and recorded in the same manner as any other child protection concern. Team

Managers at events must be aware of the Clubs policy and understand the application of relevant legislation and policies.

8. Video can be a legitimate coaching aid for coaches. However, parents must provide written consent, and understand that it is part of the coaching programme. Such footage should always be securely stored.

## **GUIDELINES FOR PUBLISHING IMAGES OF CHILDREN**

1. Only images of children in suitable dress will be used to reduce the risk of inappropriate use. The content of the photograph must focus on the activity and not on a particular child.
2. If a photograph is used it must avoid identifying any personal details (email addresses, telephone numbers, addresses etc.) of a child.
3. Any breaches of this policy must be reported to the Club.
4. Written permission must be obtained for the use of photographs on the Club's website or publicity brochures
5. When employing any professional photographer the Club will clearly stipulate in writing that the Club will retain ownership of the images and have sole control over their use and sale.

## **SUMMARY**

### **1. Consent and Permission**

The consent of parents is to be sought before any photos are taken.

### **2 Reason and purpose**

Photos are only be taken by an authorised person, parent/caregiver/coaching staff who has a suitable reason related to the swimmer or Club. The photographs are only to be used for Club purposes and not a public purpose (other than promoting Club activities in local media) and not passed on to others unconnected with the child.

### **3 Appropriateness of images**

No images are to be taken of children which capture them in what are commonly understood as non public activities, like toileting or changing clothes, or which show body parts not usually visible in public settings. Images involving swimmers must be about the activity, not the individual child.

### **4 Identification of subjects**

Any photograph should not allow an unauthorised person to identify a child or their whereabouts. No details of the child are to be published that would identify the child other than being related to their involvement with the Club.