

## Guidelines for the Use of Photography at an Event

It is not the intention of this document to prevent the use of video or photography equipment at events. Video used in an appropriate way is a valuable marketing tool when used with the correct guidelines. However, there is evidence that some people have used community events as an opportunity to take inappropriate photographs or film footage of children and young people and it is advisable that all individuals be vigilant and report any concerns to a representative or a responsible person at an event.

- 1) If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to child protection.
- 2) Ensure all individuals involved are aware of what is appropriate in terms of content and behaviour.
- 3) The event co-ordinator or organiser must ensure they are aware of all individuals taking photographs. They may decide, in the interests of safety, to insist all official photographers wear identification.
- 4) As part of the event information sheet all participants and parents should be informed if there is to be a photographer present. Parents should also be given the opportunity to object if they do not wish images of their child to be used.
- 5) It is advisable to inform parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- 6) Event co-ordinators and organisers should not allow unsupervised access to children or young people or one to one photo sessions at events.
- 7) Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is used.
- 8) Current guidance allows children to be named in some publications and events. Individual briefings will be given. It is important that contact details for the young person with a name or photograph are NOT given.
- 9) At events that are open to the general public, where children and young people are participating in activities such as swimming competitions, gymnastics or dancing, event organisers should endeavour to display a sign stating: "No unauthorised photography"
- 10) It would also be advisable to inform anyone wishing to take photographs that they should register their intentions with the official co-ordinator or event representative first.

### **So ... the easy rules to remember are:**

- If the child is named, avoid using their photograph.
  - If a photograph is used, avoid naming the child.
  - Ask for the parents' permission to use an image. This ensures that they are aware of the way the image is to be used.
  - A Parents' Permission Form is one way of achieving this.
  - Only use images of children in suitable dress to reduce the risk of inappropriate use.
  - Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children.
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- Establish the type of images that are appropriate for display on a website and other media.
  - Provide a clear brief about what is considered appropriate in terms of content and behaviour.
  - Issue the photographer with identification which must be worn at all times.
  - Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
  - Do not allow unsupervised access to children or one to one photo sessions at events.
  - Do not approve/allow photo sessions outside the events or at a child's home.
  - If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
  - Spectators should be asked to register at an event if they wish to use photographic equipment.
  - Children and parents should be informed that if they have concerns they can report these to the organiser.
  - Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and reported in the same manner as any other child protection concern.

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