

PPYCC photography policy

1. Introduction

PPYCC is committed to safeguarding the welfare of children and young people participating in our activities. This policy outlines our approach to the taking, use, and sharing of images to ensure the safety, privacy, and dignity of all children involved.

2. Purpose

The purpose of this policy is to:

- Safeguard children from risks associated with the misuse of photographic or video images.
- Ensure parents, carers, and young people understand how images may be used and what steps are taken to protect their privacy.
- Establish clear guidelines for club officials, coaches, and spectators.

3. Consent

- Parents/guardians must confirm they have read and understood this policy when their child joins the club. This consent covers the use of images unless parents/guardians explicitly opt out in writing.
- Young people aged 16 or over may provide consent if they have the capacity to do so.
- Where the club commissions images at events, explicit consent will be obtained from parents/guardians during event registration, clearly explaining the purpose of the photos and how they will be stored and used.
- Parents/guardians can request to view any material involving their child.

4. Use of Images

- Images may be used for promotional purposes, including on the club's website, social media, printed materials, and local media. These will be shared in a manner that respects the child's privacy.
- No personal details (full names, addresses, or contact information) will accompany images.
- We will take steps to avoid any imagery that could be deemed inappropriate or could compromise safety.

5. Photography & Filming at Club Sessions and Events

- Official photographers must be authorised by the club and comply with this policy.
- Spectators wishing to take photos or videos must adhere to the following procedures:
 - Photography is not permitted in changing rooms and toilets.

- Any concerns about inappropriate photography should be immediately reported to the Club Welfare Officer (CWO).

6. Social Media & Online Sharing

- Club officials and coaches will avoid tagging or identifying children in social media posts.
- Parents and guardians are encouraged to respect the privacy of others when sharing images online, especially avoiding the tagging of children.
- We will advise against sharing images that could identify children without appropriate consent.

7. Storage & Retention

- Images will be stored securely with access restricted to authorised individuals.
- When images are no longer needed, they will be deleted or archived securely.

8. Reporting Concerns

- If a parent, guardian, or young person has concerns about the use of an image, they should immediately contact the Club Welfare Officer.
- Any misuse of images will be investigated, and where necessary, the incident will be reported to relevant authorities, including local police if illegal behavior is suspected.
- Inappropriate photography (e.g., in changing areas or capturing potentially harmful images) should be reported immediately.

9. Review of Policy

This policy will be reviewed annually or sooner if required to ensure it remains up to date with best practices and safeguarding regulations.

10. Contact Information

For any queries or concerns regarding this policy, please use the latest club contacts which can be found at <https://ppycc.org.uk/useful-information/contacts/>

Sources

- https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_5.4_Safeguarding_and_Photos.pdf
- <https://thecpsu.org.uk/help-advice/topics/photography/>