

**AGHALEE VILLAGE HALL  
PHOTOGRAPHY POLICY & PROCEDURES**

*Aghalee Village Hall Management Committee developed this document*

## PHOTOGRAPHY& VIDEOING GUIDANCE

### PHOTOGRAPHS AND IMAGES OF CHILDREN, YOUNG PEOPLE, VULNERABLE ADULTS AND MEMBERS OF THE PUBLIC.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X, who lives at Y, is a member of the Z gymnastics club and who likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Aghalee Village Hall Management Committee have decided that we needed to develop a policy in relation to the use of images of young people on our website and in other publications. We have considered the type of images that are suitable and that appropriately represent our sport, without putting children at increased risk. We have ensured that parents support this policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

#### **Aghalee Village Hall Management Committee will:**

- Consider using models or illustrations if you are promoting an activity.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

#### **Guidance:**

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child’s Permission Form is one way of achieving this.
- 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 representing the sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your sports child protection officer and the Social Services and/or Police are informed.

**Aghalee Village Hall Management Committee have: -**

- Established the type of images that appropriately represent activities for the Web and other media.
- Thought about the level of consideration we give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.

**Guidelines for Use of Photographic Filming Equipment at Events  
Aghalee Village Hall Management Committee will**

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the official 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.
- Not allow unsupervised access to children or one to one photo sessions at events.
- Not approve/allow photo sessions outside the events or at a child's home.
- Ensure that if parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Ask spectators to register at an event if they wish to use photographic equipment.
- Inform children and parents that if they have concerns they could report these to the organiser.
- Encourage anyone with concerns regarding inappropriate or intrusive photography to report these to the event organiser or official and recorded in the same manner as any other child protection concern.

**AUTHORISATION/CONSENT FORM FOR USE OF CAMERA AT AGHALEE VILLAGE HALL  
FACILITIES AND FUNCTIONS**

1. Name of individual taking photographs

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2. Address.....

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3. Tel No .....

4. Date of photography/filming.....

5. Reason for photography/filming e.g. family event, promotion, prize giving etc

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**I CONFIRM THAT**

1. Permission has been received from the parents/guardian of the child(ren) being photographed/filmed. In the case of an Aghalee Village Hall activity this must be written consent.
2. No photos or filming will take place in the restricted areas of Aghalee Village Hall i.e. any toilet cubicle or similar.
3. All photography and filming will take place openly.
4. The information above is correct and that the images will be used **only** for the reasons given above.
5. **The photographs being taken are for personal and Newsletter use and will not be used for any other commercial purposes without prior written consent.**
6. I will wear a PASS showing my name and designation within Aghalee Village Hall Management Committee and return it to an officer when leaving the event.

Signature ..... Date .....

Countersigned – AVHMC staff

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Position .....

Event .....

PASS issue No .....Date .....

**AUTHORISATION/CONSENT FORM FOR USE OF CAMERA AT AGHALEE VILLAGE HALL  
FACILITIES AND FUNCTIONS**

I the under-named, being a parent or guardian of the child in question, give my written consent to photographs of the child being taken for my personal use or for publication in the Aghalee Village Hall newsletter, in celebration of the event of:-

Name and Date of Event..... Date .....

Held at (Place) .....

<b>Name of Child</b>
<b>Name and Signature of Parent/Guardian</b>
<b>Address</b>

<b>Name of Child</b>
<b>Name and Signature of Parent/Guardian</b>
<b>Address</b>

<b>Name of Child</b>
<b>Name and Signature of Parent/Guardian</b>
<b>Address</b>