



Photographic & Video Guidelines

North Somerset Paddlesports Club recognises that photographs and videos can be a valuable tool in celebrating participation, promoting the sport, and providing coaching support. However, the welfare and protection of children and young people is paramount. These guidelines ensure that images are taken and used responsibly and with respect for the rights and safety of all participants.

1. Policy Statement

- The club is committed to ensuring that any images or recordings of children and young people are taken and used in a safe, respectful, and appropriate manner.
- The misuse of photographs and video can pose risks including inappropriate use, identity misuse, or unwanted contact.
- Parents/guardians and participants will be informed about how images may be used and their consent obtained.

2. Consent

- Written consent from parents/guardians (for under-18s) and from participants themselves (if over 16) must be obtained before any photographs or video footage are taken or published.
- Consent will cover:
 - The use of images for promotional material, newsletters, website, and social media.
 - Use for coaching and training purposes.
- Parents and participants can withdraw consent at any time, in writing, and the club will act accordingly.

3. Good Practice in Taking Images

- Always ensure that children and young people are appropriately dressed for the activity.
- Focus on the activity, not on individual children, whenever possible.
- Images should reflect positive aspects of participation, enjoyment, and achievement.
- Photographs should avoid full face and body shots of children in swimwear or other revealing clothing.
- Club officials, coaches, or designated photographers only should take official images at events or sessions.

4. Use of Images

- Images may only be used for legitimate purposes such as publicity, promotion, celebration of achievements, or coaching.
- Names of children should not be published alongside their image unless express written consent is obtained from parents/guardians.
- When publishing images online, avoid providing information that could identify or locate a child (e.g., tagging with full names, school details, or addresses).
- Group images are preferable to individual portraits.

5. Use of Video as a Coaching Aid

- Video recording can be a legitimate coaching tool; however:
 - The purpose and use must be explained to the young person and their parent/guardian beforehand.
 - Consent must be obtained.
 - The recording must be stored securely and deleted once it is no longer required.
 - Recordings must not be shared without permission.



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6. Mobile Phones and Personal Cameras

- The use of mobile phones, tablets, or cameras by parents and spectators is permitted only with prior agreement of the event leader or organiser.
- Anyone wishing to take photographs at a club session, competition, or event must first seek permission from the Club Welfare Officer or designated event official.
- Any concerns regarding inappropriate or intrusive photography should be reported immediately to the Welfare Officer.

7. Storage and Retention

- Photographs and recordings will be stored securely and accessed only by those with a legitimate reason.
- Digital images should be password protected where possible.
- Images will not be kept longer than necessary for the purpose for which they were taken.

8. Reporting Concerns

- If there are concerns about inappropriate or intrusive photography, they should be reported to the Club Welfare Officer immediately.
- Where necessary, concerns will be escalated to statutory agencies such as the police or children's services.

9. Breaches of this Policy

- Breaches may result in:
 - Withdrawal of permission to take images.
 - Further action in line with the club's disciplinary procedures.
 - Referral to external agencies if necessary.

10. Review

- Reviewed: August 2025
- Next Review: April 2026