

## Photographic Images and Website Policy

### Cobham Rugby & Sports Association (CRSA)

**CRSA** takes its responsibility very seriously regarding both the taking of photographic images/videos of children and the content of the clubs website. This policy is based on the best practice guidelines, which can be found on the relevant section RFU websites.

CRSA is committed to providing a constant, safe and enjoyable environment for the children registered to the club and visiting teams and will ensure that all publications, resources and media will represent the children in a respectful and appropriate manner and this policy will assure its members that we are putting in place the best possible practice to protect the children whenever photographs or recorded images are both taken and stored.

We ask that all members are conversant with the contents of this policy and abide by them. Failure to do so means that action may be taken by the clubs officials.

This policy is relevant to the Rugby, Lacrosse, Netball and Tennis sections of the club.

The following rules apply :

- 1) CRSA will ensure Parents / Guardians / young persons give their consent for the taking of and publication of photographic images at both home and away fixtures. This will be done at the registration process at the beginning of the season. Parental permission from visiting teams must also be obtained and this must be done via email exchange between age group managers when confirming fixture information. They must also be informed that an official photographer may be present on the day.
- 2) CRSA parents and visitors **must** be given the opportunity to refuse photography/recording of a particular child for e.g. under safeguarding concerns. This also applies when sports sections are visiting other clubs/venues..
- 3) The result of withdrawing or withholding permission is that affiliated sections reserve the right to require the parent/guardian to be present during an event when photography is expected to happen. They must undertake to supervise and monitor the child for the purposes of safeguarding.
- 4) All young persons are to be appropriately dressed. All young people featuring in photos/videos must wear garments covering their torso between the bottom of neck to thighs. Photographs must not be taken in showers or changing rooms.

- 5) Best practice is that photographs/recordings focus on activity and not on a particular child. A group photo and photos of groups in action is more appropriate.
- 6) Identification of the children must be protected and therefore personal details such as names and addresses must **never** be revealed or attributed to specific photographs or recordings
- 7) Photographs / recordings taken must represent a diverse range of players.
- 8) Permissions must be gained from parent/guardians before using photographs or recordings of children who have been chosen for a representative squad.
- 9) CRSAs official photographer will be DBS cleared and issued with a photo ID badge, which they must carry with them at all times when actively covering any match. Any press activity will be discussed and members will be advised, should their child be involved.
- 10) **Age group photographs will be accessed via the website using an age group specific password which will be changed yearly.**
- 11) If there are any concerns regarding inappropriate photography or suspicions regarding individuals not known to the age groups, then this must be reported immediately to the age group/section manager and then to the section Safeguarding Officer, who will take advice from the RFU Child Protection team.

### **Website, Mobiles and on line Communications**

Section websites are key to the daily activity of the club and are the primary means of communication with members and the general public. CRSA is clear that anything posted on the website will not directly or indirectly harm a child or aid targeting from individuals. It is also clear that care needs to be taken when using social media to communicate with children.

Therefore CRSA will ensure the following:

- 1) No personal information regarding a child will be accessible or linked directly to a photograph or video clips.
- 2) Material that may criticise or humiliate will not be posted.
- 3) Webcams will not be used to stream live images of children, unless the individual sports associations have been contacted for advice regarding this.
- 4) Mobile phones should not be used for 1:1 texting with a child unless a parent or other official is copied in.
- 5) Twitter can only be used for broadcasting information but must not be used for 1:1 communication with a child. This also applies to Whats App communications and Instagram. Communication on Facebook is permitted via a public Facebook page and must not be used for private, closed groups or 1:1 messaging.
- 6) Telephone/Mobile - if a coach or club official needs to speak to a child then they must have permission from parent/guardian and the child.

- 7) Videos may be taken for coaching purposes and shared with that age group and stored safely.

*Note: The individual sports associations positively encourages parents and spectators to take photographs of participants involved in their sport to celebrate the ethos and spirit of the game. However, CRSA is also committed to safeguarding the welfare of our children.*

*Signed by the Board*

*May 2019*

