

British Triathlon Photo and Video Guidance

Keeping children (U18) safe when it comes to photography and videos

British Triathlon is committed to creating a safe environment for all and preventing the use of images and videos being used in an inappropriate manner.

The key points when it comes to photography and videos are:

- The safety of children taking part in triathlon is essential.
- All parents/guardians should consent for content to be used.
- All parents/guardians have the choice of how these images are used and where they are used.
- Consent from the parents/guardians only lasts for one year and must be reviewed after this.
- All material must be appropriate and not lead to misinterpretation.
- All material must have minimal personal information with it and only include what is needed.
- Images should never be taken in the toilets or changing rooms.
- The use of a camera at ground level is forbidden in context as it can be used to take photo's up skirts or shorts.
- Images should only be taken by a destined person and be agreed before an event.
- When photos are being taken it should be supervised and one to one session are not permitted.
- Storage of photos should be done correctly and securely.
- When images are used on a webpage a procedure should be put in place to ensure no identification or contact can be made by a potential abuser from the photo.

By following the above points, you will be protecting children against the misuse of images when participating in Triathlon.

Parental permission

Parental permission must be given when images are being used where the child can be easily identified. They must be informed how, where and what context the images will be used. The parent must be made aware of the club/organisations policy on using children's images and finally the child

should be made aware of this information as well. This must all be considered before the images are taken and a consent form must be signed before the child participates.

When consent it not given

Clubs/organisations have the duty to put in place a system to identify which children should not be photographed so it is visible to the photographer and staff. This system should be consulted with the parents before the event. Some ideas are using badges, sticker or wrist bands to identify them.

Secure storage of images

- All hard copies of any images should be kept locked away.
- All electronic images should be protected by using a password.
- Images should not be copied or stored onto laptops, phones or memory sticks.

The use of personal equipment should be avoided when taking photos or recording children, only devices belonging to the organisation should be used.

If you are storing photos to identify children for official reasons you should ensure you comply with the legal requirements for handling personal information.

The taking of images at events

When images are taken at events, wider angled shots, general photos and crowded shots should be used. It is not needed for consent to be given for these images as these images focus on different aspect and often have the detail of children blurred or show a lack of detail. At an event this is a reasonable reason not to have consent for photos and children should be made aware that this could happen. Parents/guardians should be made aware of this before the event that a photographer will be in attendance, and they are happy to consent to this. Any worries should be discussed and resolved before the event takes place. British Triathlon does not want to prevent people from taking images at triathlon events but there is evidence that some people attend sporting events (not just triathlons) to take inappropriate images of children for personal use. Any concerns at the event should be reported to the event organiser or lead safeguarding officer at British Triathlon.

The event organiser should:

- Put up signs to inform participants how to register and telling them they must follow the guidelines at the event.
- Have the photography guideline printed and on display for people to view.
- Gain consent from participants where possible before the event takes place. At some larger events this is not possible so make it clear to those attending that image will be taken at the event and to raise any concerns with the lead organiser or lead safeguarding officer at British Triathlon.

- Inform attendees that a photograph will be in attendance at the event and obtain consent from them for this where possible.
- Ensure that photographers are made aware of the people who have not given consent for images to be taken.
- Provide a briefing about what is appropriate in regards to consent, behaviour and images taken.
- Do not allow access to participant for a photo session at an event unsupervised.
- Do not allow photo session to happen outside the official timings of the event.

British Triathlon recommends the personal details of all people taking images at an event to be recorded and obtained for professional use if needed to raise a question or issue with them. This should be done at each event, and it should not be assumed because they have been at an event before that those details have been recorded.

Use of photos and videos

Using images and videos helps to promote the sport and celebrate the activities of participants. However, the uses of these tools through social media, website and other publications can cause direct and indirect risks to children if they are not used correctly.

Organisations that wish to use these methods must have a safeguarding policy in place to support children. Another factor which will need to be considered is if parental permission has been given and how the images will be storage by organisation.

Reducing the risks:

- Think before using images of children.
- Choose images that present the activity in the best light and promote the sports ethos.
- Don't supply the full name of the child alongside the photos they are in.
- It must be in the child's best interests.
- The child and parent must have consented to the images.
- Only use pictures of children in suitable dress and include safety equipment if needed.
- Focus on the activity rather than a close up of the child.
- Avoid showing images of the full face and body of a child.
- Avoid using images that are more prone to misinterpretation or misuse of other.
- Use models or drawings to promote activity rather than images of children.

- Provide training for club members who will be using images as part of their work, so they know the correct procedures to follow.

Using professional photographers

You should discuss the following points as part of the commissioning or contracting process.

- Inform people who are in attendance that there will be a photographer.
- Ensure children and parents have given consent to the taken and publication of images.
- Do a background check on the photographer beforehand.
- Make sure the photographer has identification on them
- Provide the photographer of information of what is considered appropriate.
- Update them on which areas photos can and cannot be taken.
- Identify the children that you don't have consent for.
- Don't allow any one-on-one photo sessions.
- Don't allow any images to be taken away from the event.
- Discuss the issues of ownership, access to images and how they will be retained/used.

Guidance for clubs on taking images

Before a club who has children as members can be affiliated British Triathlon states to them, they must have an appointed Club Welfare Officer. This officer must undergo a DBS check and attend a safeguarding time to listen course to carry out their role. This is a requirement of all clubs who have children attending and the main role of the Club Welfare Officer is to be the main point of contact for any welfare issues and know how to escalate these further. Clubs should include a section on photography in with their safeguarding policy. When signing up new members to your club good practice is to include a section asking for consent to the taking and use of images in the interest of the club. Once this is gained from athlete's clubs are aware of who has not given consent for their image to be take or used, the club can then be aware of this, and their request met.

When out at events discussion should be made with the event organisers that they consent for images to be taken including videos of the athletes. A club or coach can only do this once they have gained consent through their membership forms. If consent is refused due to other athletes wishes, then where possible the club/coach should manage this situation and only film athletes who they have consent for and making the end images/videos available after reviewing them as a club first to others.

Publishing images guidance:

- Make sure to gain permission for the child and their parent/guardian before the event and explain to them how they will be used. It is a good idea to get this permission annually.
- Do not use personal information alongside the pictures of the child (email address, telephone number, address, social media accounts etc)
- Always use images in suitable clothing which shows the child in a positive aspect.
- Focus on the activity rather than the people in the images and use all that are involved in triathlon.
- If a child or parent/guardians wishes to remove their consent, they can at any time. They must contact the club in writing and not assume that the club will take note of their circumstances changing.
- All parties must be made aware of that once the images are in circulation or published it may not be possible to remove them. Every effort will be made to remove them where possible and no future images will be used of them.

Using performance analysis

Video analysis can be a brilliant way to improve one's performance through the use of modern technology. Before using this tool, the participant and their parent/guardian should have provided written consent and understand what the video will be used for. This consent must be given by both parties before the video is recorded. This is often included when a member registers for a club in the club registration form and is a good way of gaining this consent in the correct way.

Footage should only focus on activity while training or race performances. Official equipment can be operated on behalf of the club or coach by any person the club/coach/individual delegates the role to. After the filming has taken place, the footage must be stored securely by a trained individual who is aware of the correct procedures of storage of footage. After this has been it must then be deleted, the footage saved must be used appropriately.

Clubs and coaches should only view a video for analysis by an external software provider who have already undergone all the correct checks. No personal information should be shared with the external providers unless there is a legitimate requirement for analysis. When information is shared it should be limited to athlete's name and possible race number if used in the video.

Photography by parents and spectators

Most spectators will want to take images at an event to help capture memories. It is the organisations responsibility to have a policy and procedures in place to help safeguard children at the event. This should be factored into the event when organisers are planning the event and discussions should take place on their stance of photography and when it is allowed.

Parental consent is not need for images to be taken at an event, but the policy should be made clear to all ahead of the event.

Minimising the risks

- Decide on your photography policy before the event happens.
- Have a total ban on photos being taken.
- Ask people who are taking photos to register before the event.
- No ban of photography at the event.
- The venue is a public area, so no ban is possible.

It is important to state the rules at the event to all that will be attending, this should include the rules at the event, where phones can be used, how a concern can be raised and the consequences of sharing images via social media of children.

There's a number of ways that the event organisers can inform people of the rules at an event this can be through the following.

- Pre event registration
- Advertisement
- Event programmes
- Signage at an event
- Announcements at the event

Everyone in attendances at the event should have the information made aware to them how they can raise a concern. It is the job of the organisers to then know how to respond to those concerns that have been raised to them. There must be a safeguarding procedure in place for any concerns to be dealt with the same way as any other child protection issue. Ensure that the designated safeguarding lead on the day is made aware of any issues. If there are any concerns about suspicions criminal behaviour, then this should be referred to the police for further investigation.

Mobile phones and cameras in changing rooms

- These incidents normally involve an individual who is deliberately focusing on a child to take and misuse the images.
- These images are shared around social media with other individuals or groups who share the same sexual interest.
- These images can be used to threaten children into doing things they do not wish to do.

Images are often taken of people around the same age to be a form of bullying this can be the targeting of one person for the enjoyment of others. Even when an individual thinks the context of the images is for a joke and not for abusive intent this can still be seen as a serious offence and the individual could face criminal prosecution from sharing inappropriate images.

To reduce the risk many facilities, have a ban on photography of any form within their facilities. This rule covers participants, spectators, volunteers and staff. To further this some facilities with changing rooms have banned the use of mobile phones and other recording devices all together. It is key that all users and staff are aware of the policies put in place at the facilities and all signages is clear to make sure that people are following them.

Everyone should be aware of how a concern like this can be reported. If someone is showing suspicious behaviour a report should be made to the facility manager, club welfare officer, lead coach or safeguarding lead. After the first report is made this complaint can be take further through contacting the police and the lead safeguarding officer at British Triathlon.

Talented young athletes

As young athletes take part in higher levels of competition their success can lead to an increase in public attention. With elite events more likely to take place in bigger public areas event organisers will want to promote their sport in the most positive way. Athletes who receive sponsorship will be looking for increased attention to fulfil contracts made. In this case some aspect of the above guidelines is not achievable and further advice can be given from British Triathlon.

However, organisation still have a duty of care to ensure that the young people are safeguarded. They must make sure that consent has been given by parents and the young person for this to happen. It is also good practice to inform them on what information will be published alongside these images, use of the images and guidance around supervision.

Athletes, parents and media representatives must be in agreement with the arrangements and rules for interviews, images being taken and filming. British Triathlon can support with these issues and help support elite athletes in these situations.