



# Photography and Use of Imagery

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Version Number	Date Updated	Updated by	Comments
v0.1	24/06/15		Upload of V10
V0.2	09/02/2016	Liz Behnke	
V1.1	14/04/16	Liz Behnke	Substantial review including removal of need to register photographic devices

## 1. Introduction

British Fencing (BF) have a strong commitment to the safety of children and adults at risk who take part in fencing. Taking pictures and videos are an important part of sporting life as an aid to coaching, for keeping a record and promoting our sport. We are committed to doing our best to ensure that any imagery used within fencing promotes our sport in the best light.

It is not our intention to prevent parents, carers or other responsible adults from taking pictures of their children but rather to ensure photographic practices are carefully monitored to allow us to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions and is in line with our Child and Adults at Risk Protection Policies.

The safety of the child or adult at risk is paramount, and in this we need to create safe secure environments in which our young fencers and adults at risk can train, compete and socialise.

Although rare, there are risks of abuse arising from the misuse of imagery. These risks include:

- The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- The identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and location of children from images where there are safeguarding concerns.

For example, when a child:

- has been removed from their family for their own safety
- has restrictions on their contact with one parent following a parental separation
- is a witness in criminal proceedings

We want our fencers to be safe, so BF registered clubs and events must comply with the following guidelines:

## PHOTOGRAPHY AND USE OF IMAGERY

- no photograph, video clip or other image of a young person or adult at risk involved in any aspect of fencing should be published whether in print or electronically (e.g. on a website) without written, informed consent from the person concerned and/or their parent or carer
- no personal information, other than their name and their club, should accompany published images (particular provisions apply in connection to photography at public events such as competitions and displays below)
- while some editing of images is acceptable, images taken of young people involved in fencing should not be modified, merged or manipulated in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate
- care must be taken to ensure that images of children who are under a court order are not recorded or published without permission
- simultaneous, live streaming of images onto a website should be approached with caution and prior guidance should be sought from BF. BF recommends pre-recording and, where appropriate, editing material to remove any inappropriate images before it is published. If this cannot be guaranteed in advance, live streaming of events that include young people and/or adults at risk should not be used
- any instance of the use or publication of inappropriate images of young people involved in fencing should be reported to British Fencing who may then inform the appropriate authorities;
- clubs are recommended to introduce a consent form, ideally as part of the process applied when a fencer joins the club, concerning the taking of images for training purposes.
- Identify those that do not want to be photographed and inform all relevant staff at that event

When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed on line.

The following steps can be taken to reduce the risk from the publication of imagery:

- do not use any personal details of a young person or adult at risk if it is possible from the image to identify the location where they might attend on a regular basis,
- if it is not possible to ascertain any training or competitive location, consider using a first name only next to an image;
- the dress of a child should be considered when using the photo
- do not use images that can appear staged and potentially provocative;
- always use a parental consent form to request the use of a child or adult at risk's image for publication. The parent/carers should be encouraged to discuss the matter with their child before signing a consent form. (A sample form is contained in the appendices of this policy).

British Fencing should be informed of any inappropriate use of imagery on fencing websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that appears to be being used illegally online should report the matter to **Child Exploitation and Online Protection Centre (UK) (CEOP)**, who provide a single point of contact for reporting abuse of children online.

## **2. Photography at Fencing Events**

### **2.1 Official Photography**

BF accredited photographers may be present at BF sanctioned events, and in some cases events might be videoed and/or live streamed. These images may be used by BF and our subsidiary companies for the purposes of promotion, education and development of the sport. They may also be shared with relevant third party organisations' for journalistic/promotional purposes.

British Fencing competition entry forms will advise participants that photography and filming will take place at the event. BF will also announce the photography/filming arrangements at the event. Clubs must ensure that fencers/parents/carers are informed of the photography arrangements for the relevant event. Any fencer or parent/carer who does not wish themselves or their child/adult at risk to be photographed/filmed at the event must advise the event organiser. Although it is not always practical to manage the content of live streamed footage, British Fencing will ensure any identifiable images of the participant are not published.

### **2.2 Personal Photography**

British Fencing does not wish to discourage the use of video or photographic equipment at events for appropriate use, but will take all reasonable precautions to protect fencers against the possible inappropriate use of films or photographic images.

If the event organiser/welfare officer (or authorised representative of the event organiser/welfare officer) suspects inappropriate photography or filming, the officer/organiser should exercise his/her powers under the conditions to request the person to leave the venue and to surrender any film and/or delete any images relating to the event. Any person present at an event who has any concerns about any images being taken, by any person, should bring them to the attention of the competition organiser or other designated person.

### **2.3 Use of Video as an Aid to Coaching**

The use of video equipment can be a valuable aid to coaching. We will use the following procedures:

- Ensure that the fencers and their parent/carer are aware of the purpose of the filming as a coaching aid and have given their written consent
- Not publish any footage without consent
- Ensure that two responsible adults are always present when filming is taking place
- We will store any footage securely to avoid any inappropriate use
- Only keep the footage for as long as is necessary for the purpose expressed at the outset

## **3. Guidance for Implementation**

### **3.1 Clubs**

Clubs are recommended to introduce a consent form, ideally as part of the process applied when a fencer joins, concerning the taking of images. The consent form can be included as part of the club membership application form and should describe the types of images (photographic or video) expected to be taken and purposes for which the images will be used.

Clubs should note that the broader the use of imagery consent the more likely it is that parents may choose to opt-out.

### **3.2 Events**

## PHOTOGRAPHY AND USE OF IMAGERY

Event organisers are recommended to introduce a consent form, ideally as part of the process applied when a fencer enters the event, concerning the taking of images. The consent can be included as part of the event entry form and should describe the types of images expected to be taken and purposes for which the images will be used.

This consent form should state that if a competition takes place in a public place the event organisers cannot be held responsible for photographs taken by members of the public.

In the event that consent is withheld the organisers should ensure that they do not use images of the individual in question. In the event that an organiser is alerted to the fact that a child or adult is 'at risk' then more proactive measures should be considered to avoid images being taken – for example additional competition announcements and/or approaching members of the audience who appear to be taking images of any kind and requesting that they delete the images.

Failure of an individual to follow a reasonable request of this nature should be reported to British Fencing.