

SECTION	Safeguarding
POLICY	Image and Footage Sharing
DATE OF CREATION	1 July 2024
VERSION	1
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REVIEW DATE	31 st August 2027

1. Purpose

This policy sets out how images and video footage involving children are captured, stored, used, and shared. It aims to safeguard young participants, ensure compliance with safeguarding standards, and promote responsible use of media across all club activities.

2. Scope

This policy applies to:

- Club staff, volunteers, contractors, and media personnel
- Parents, carers, and guardians of children involved in club activities
- Any individual authorised to capture or manage images or video footage at club events or sessions

3. Safer Recruitment & DBS Requirements

- Any staff member or volunteer who takes, handles, or films images or video footage of children must hold a valid, in-date DBS check registered with the club.
- Individuals undertaking these roles must have been recruited through recognised safer recruitment procedures, including appropriate vetting and safeguarding training where required.
- No person without appropriate clearance may independently capture or manage images or footage involving children on behalf of the club.

4. Consent for Images & Video

- Images or video footage of children must only be captured and stored where written consent has been obtained from a parent or legal carer.
- Consent records must be securely stored and reviewed periodically.

5. Storage & Data Protection

- Approved images and footage must be stored securely in line with data protection requirements.
- Access should be limited to authorised personnel only.
- Images should not be retained longer than necessary for their intended purpose.

6. Parent & Carer Responsibilities

- Parents or carers may only share images or video footage that contain their own child.
- Sharing content featuring other children without explicit parental consent is not permitted.
- Parents are encouraged to respect the privacy and safeguarding needs of all young participants when posting on social media.

7. Acceptable Use of Images

- Images must present children in a safe, respectful, and appropriate manner.
- Content should avoid identifying personal details unnecessarily (e.g., full names linked to images where possible).
- Any concerns about inappropriate use of images must be reported immediately to the club safeguarding officer.

8. Breaches of Policy

Failure to comply with this policy may result in:

- Removal of media privileges
- Disciplinary action in line with club procedures
- Potential safeguarding investigation where appropriate

9. Policy Review

This policy should be reviewed regularly, at least annually, to ensure it remains compliant with safeguarding guidance, data protection legislation, and best practice standards.