



PORTLAOISE ATHLETIC CLUB

Use of Photographic and Mobile Equipment Policy.

Version: 1

Revision Date: 30/ 03/ 2017

This is adapted from Irish Schools' Athletics Association & Athletics Ireland Policy Document - (Code of Ethics, section 4 which is adhered to by Portlaoise AC)

Document History

Revision History

Date of this revision: 30/03/17	Date of next revision: 30/03/18
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Revision Number	Revision Date	Summary of Changes	Changes marked	Revised By
1	30/03/17	First draft adapted from AAI (Code of Ethics, section 4 page 21 which is adhered to by Portlaoise AC	N	RG

Approvals

This document requires approval from Executive Committee -

Portlaoise Athletic Club Executive Committee

Name	Title	Approval Date
Robert Grant	Chairperson	30/03/17
Yvonne Lambe	Secretary	
Elaine Moore	Treasurer	
Paula Grant	Registrar	
Maria Cuddy	PRO	
John Healy	Vice Chairperson	
Michael Delaney	Chair Sub-Committee	

1. Introduction

1.1

The role of the athletic club is to provide appropriate learning and development for all its members. A stable, secure environment is an essential requirement to achieve this goal. Working in Partnership to protect young people's photographs is of great importance to Portlaoise Athletic Club. Use of Photographic and Mobile Equipment must be monitored by the club officers, committee, coaches and parents of Portlaoise Athletic Club take the safeguarding of our members into consideration by adapting and enforcing this Use of Photographic and Mobile Equipment Policy.

2. New members & Officers

2.1

All new members will be informed where to view and download information and be briefed on the policy.

3. Use of Photographic and Mobile Equipment

3.1

Each club should adopt a policy in relation to the use of images of athletes on their website and other publications, as there have been concerns about the risks posed directly and indirectly to children and young people. Coaches, adults and leaders need to work together to prevent those wishing to cause harm to young people. Remember having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have right to take photographs do so. Please refer to Portlaoise AC Social Media Policy.

3.2

Anyone concerned about photography taking place at events or training sessions can contact the children's officer / designated person and ask them to deal with the matter. The purpose is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport, Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs.

4. As a guide try to remember the following:

4.1

If the athlete is named, avoid using their photograph.

4.2

If a photograph is used, avoid naming the athlete.

4.3

Ask for the athlete's permission to use their image to ensure that they are aware of the way the image is to be used to represent the sport.

4.4

Ask for parental permission to use the athlete's image to ensure that parents are aware of the way the image is to be used to be used to represent the sport. A permission form could be used or make an announcement at the start of an event. Portlaoise AC have included this consent form in their membership forms and also have Parental Consent forms on site for any other races the club may run for non-members. (See Appendix 2)

4.5

To reduce the risk of inappropriate use, only use images of athletes in suitable dress. The content of the photograph should focus on the activity not on a particular child.

4.6

Talk to the children's officer/designated person if you are worried about use of images.

4.7

Permission is sought by the club or body to ensure that young people and parents/guardians are aware of when and how images may be used. Third party photographers, film/videographers or other organisations employed to take images must complete the Self-Declaration form (see Appendix 1).

Or alternatively Parents/guardians should be advised that the club or event that their child is attending may record and/or take photographs for the promotion of the sport within the club, county, province or national event. If the parent/guardian does not wish their child's image to be taken they should inform the relevant Children's Officer at the club or event, they are attending.

4.8

To ensure spectators and participants are informed of the policy, the club should display the following information prior to the start of an event and where possible make an announcement over a tannoy

“In line with the recommendations in the Portlaoise AC Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. It is not advisable that children are photographed or filmed without their permission and /or the permission of their parent /guardian”

5.Types of appropriate images

Only use appropriate images of children:

- Posed images e.g. medal ceremonies, presentations and team shots of children should be of children wearing tracksuits or t-shirt and shorts.
- Action shots of children may be used where the focus is on the participation in the sport and not the child.

Flash photography is prohibited for any activities where it affects the performance or may have the potential to cause harm to the participant.

6. Use of images

Images may be taken for a variety of purposes these can include administration of personal use, publicising the sport or enhancing skill development within the sport. Persons taking images are reminded that some action poses may be inappropriate and not suitable for use / publication.

- Personal images - these are images taken by parents / guardians or other family members during an event as a celebration of a young person's attendance or achievement. This could include a professional photographer with permission to take images for the personal use of those attending. Other people may be included in an image and we expect parents / guardians and other family members to respect this by not distributing images publically.

- Training images- these are images or footage taken during a training session or during an event specifically to aid the development of a skill or technique for the young person. We expect these images to be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching / coaching purposes. These images should not be distributed outside of teaching / coaching purposes.
- Media images - these are images taken by an individual from the media ie TV, newspaper or a professional photographer where the images are to be used for publicity or promotion of the event or future events.
- Administration images - these are images taken for general administration purposes including images used for membership cards, competition entries and may also include images that form part of an archive.

6.1 Use of images on Social Media

Where images of young people are used on Social Media the person responsible for posting an image must be aware of the potential for the image to be used inappropriately and safeguards must be in place to protect young people:

- Personal details of a young person should not be given
- Any caption should be in keeping with the sport represented
- The purpose of the posting should not breach the codes of conduct
- The type of image should not breach any requirement stated within this policy.

7. Storage of images

Storage includes any image stored as a hard copy or electronically including social media, photographic archives or individual personal databases eg personal cameras, phones etc.

Storage of personal images is a matter for the parent / guardian of the young child / person.

All other images should only be stored for defined and intended purposes eg membership, promotion and / or archiving.

- If storage of images is required, the images must only be stored for the length of time for which they are needed.
- If possible, avoid using the names of children or any other identifying feature.

Once images are no longer required ensure they are properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory / temporary files.

8. Reporting of inappropriate images

Taking inappropriate images

If there is any concern about the nature of images being taken this should be reported to the responsible / mandated person (AAI Child Welfare Manager / National Childrens Officer) who will refer to the statutory authorities. The concerned individual may also report directly to the statutory authorities. Statutory authority details can be found in the AAI Code of Ethics and Good Practice for Children.

Non- authorised taking of images

If you are concerned about an individual taking images at an event, you should verbally report your concerns to the relevant responsible person on the day. A responsible person may be the children's officer, head coach, event manager, event controller or facility manager. This may include if necessary reporting the non-authorized taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device with appropriate identification. If the person is not willing to register their device, they must be asked to leave the event.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorized taking of images to the facility manager.

If there is any concern of the nature of images being taken this should be reported to the responsible / mandated person (AAI Child Welfare Manager) who will refer to the statutory authorities.

8.1 Inappropriate use of images

Where there is a concern this should be reported to the person responsible who will take appropriate action. This will include reporting the alleged use to:

- The parent / guardian of the young person involved
- The person responsible for posting the image
- The media platform ie twitter, Facebook, whatsapp print media etc
- The statutory authorities

Appendix 1

DISCLOSURE OF CRIMINAL CONVICTIONS AND RELEVANT INFORMATION

**Information for Service Provider employees
(Please read this information carefully)**

Portlaoise Athletic Club is committed to creating and maintaining the safest possible environment for young people who participate in the sport, which reflects the guidelines contained in our Code of Ethics and Good Practice for Children's Sport. Part of our procedures is to ensure that all adult members working with young people complete the vetting process through the Central Garda Vetting Unit/National Vetting Bureau (ROI) or AccessNI (NI).

However, from time to time Portlaoise Athletic Club may employ an individual to provide a service that would usually require that individual to be successfully vetted. We require these individuals working with our young members to complete the self-declaration form on pages 2 and 3.

Portlaoise Athletic Club requests information regarding criminal convictions or any other relevant information in respect of working with young people. Any information supplied will be treated confidentially and considered in the context of the role/the nature of the offence.

Please complete this form as accurately as possible and return it marked "Confidential" to the Event Organiser or if otherwise advised.

Thank you for your co-operation.

Portlaoise Athletic Club

Self-Declaration for Service Providers Employees

All answers will be treated in a confidential manner.

1. Have you ever been asked to leave a sporting organisation?
Yes/No

2. Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes/ No

3. Have you ever been known to the Statutory Authorities or Social Services department as being a risk or potential risk to children? Yes/No

4. Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? Yes / NO

(If you have answered yes to any questions above we will contact you in confidence)

I declare that the answers I have given above are complete and correct to the best of my knowledge and I will inform Portlaoise Athletic Club of any changes.

Signature:

Print

Name:

Company:

Date: ____/____/____

PORTLAOISE ATHLETIC CLUB

Junior Athlete Consent Form.

1. Safeguarding Code

I hereby consent to my child participating in this activity.

2. Race Event Organisers/ Marshals

I understand that while Portlaoise Athletics Club and the marshals will take all reasonable precautions to ensure that accidents do not happen, they cannot be held responsible for any loss, damage or injury suffered while participating in a Portlaoise Athletic Club event.

3. Photographs / Media

I understand that photographs will be taken during the event and may be used in the promotion of the event. These photographs will only be used in keeping with Athletics Ireland Safeguarding Codes.

4. Medical

I know of no reason, medical or otherwise, why my child should not participate in the activities involved.

Childs Name: _____

Parent / Guardian Signature: _____



***Annual declaration of review of Use of Photographic and Mobile
Equipment Policy:***

PORTLAOISE ATHLETIC CLUB

Review Date:

Designated Liaison Person:

Executive Committee:

Actions to be completed

Chairperson

Designated Liaison Person