

Photography & Video Guidelines

The CIAC recognises that photography and video recording can be a valuable way to celebrate the achievements of young athletes and promote the activities of the Club. However, it is essential that such use respects the privacy, dignity, and safety of all children and young people.

1. General Principles

- The welfare and protection of children and young people are always paramount.
- Images or recordings of children must never be used in a way that could cause harm, distress, or embarrassment.
- Permission must always be sought and granted before any image or video of a child is taken or used.

2. Consent

- Written consent must be obtained from parents or guardians **and**, where appropriate, from the young person themselves before taking or using photographs or videos.
- Consent forms will specify the purpose and intended use (e.g., publicity, social media, website, newsletters).
- Parents/guardians and young people have the right to withdraw consent at any time.

3. Taking Photographs or Recordings

- Only designated persons authorised by the Club may take photographs or make video recordings at Club events.
- Where possible, children should be photographed in groups rather than individually.
- Images should focus on the activity rather than a particular child.
- Children should be appropriately dressed — images should not show children in poses or clothing that may be considered inappropriate.
- Personal devices (e.g., mobile phones, tablets) should not be used by coaches or volunteers for taking photographs of children unless authorised and necessary for Club purposes.

4. Use and Storage of Images

- All images and recordings will be stored securely, with access limited to authorised personnel.
- Full names, addresses, or identifying details of children should **never** be published alongside their images.
- Care must be taken that images do not reveal personal information that could lead to a child being identified or contacted (e.g., school, home address, etc.)

5. Use of Images in Media and Social Media

- Any external photographer, journalist, or media representative attending Club events must be identified in advance and approved by the Club.
- The Club will ensure they are aware of and comply with these safeguarding guidelines.
- Images or videos shared on the Club's website or social media channels will reflect positive aspects of participation, inclusion, and enjoyment.
- Comments accompanying images should be positive and should never include personal information.

6. Filming and Performance Analysis

- If video recording is used for coaching or performance review, players and parents/guardians must be informed in advance.
- The footage must be used solely for the intended coaching purpose and stored securely.
- Once the purpose has been fulfilled, recordings should be deleted in accordance with the Club's data retention policy.

7. Breach of Policy

- Any concerns about inappropriate or intrusive photography or filming should be reported immediately to the Club Children's Officer or Designated Liaison Person (DLP).
- The Club reserves the right to stop any person from taking photographs or recordings if there are safeguarding concerns.