



PHOTOGRAPHY AND VIDEOING POLICY AND GUIDELINES

Kyle Figure Skating Club is committed to providing a safe environment for the members of their club. Essential to this is our commitment to ensure that all the correct steps are taken to prevent inappropriate images being taken, or innocent images being adapted for inappropriate use.

'Images' refers to photographs and videos captured on any device. All members, parents, guardians and coaches should be aware of the potential risks, and take appropriate steps to reduce the risks of misuse of images. This policy is based on BIS guidelines, their full policies can be viewed on their website. Our key principles are:

The Club's Responsibilities

- The interests and welfare of our members is of paramount concern
- Members, parents and guardians when they join the club or Skate UK, sign consent for their children's images to be posted on our website and our Facebook page; www.kfsc.co.uk
- If you do not wish your child's images to be displayed then please ask to sign a waiver
- All social media output has to be through the official sites so that these can be monitored by the Club
- Only designated members will post images on our sites
- Images are shown to convey the best aspects of our Club, showing skaters having fun, enjoying their sport and acknowledging their achievements
- We will take every care to ensure that images taken on behalf of the club are appropriate and not open to misinterpretation or misuse
- If any skater or parent/guardian requests that an image be removed from our website or Facebook page, if it is a valid request, we will respect this request and have the image removed
- If you are concerned that your child's image is posted on another social media or webpage, that you did not consent to, please inform a committee member, we will ensure it is removed. The person will be informed of their breach of our policy

Parent and Guardians Responsibilities

- General photography and videoing is permitted within the club but **only of your own child, and NOT during an event (see below)**
- If another child appears in the image, then you must seek permission from the child's parent/guardian or else delete the image
- Posting on personal social media pages must only contain images of your own child unless permission is sought as outlined above
- Group photos are only permitted on Kyle Figure Skating Club's official pages. These can then be shared on your own page
- Images are not permitted in changing areas
- Images you wish to be displayed, should be sent to us via the message link on our sites, or by contacting a committee member who will pass to person designated to post images

Ice Sharing Events

While it is not our intention to purposefully prevent parents and friends from taking images of their children at events, there is evidence to suggest that this is a danger ground for unwanted individuals to take illegitimate images, and as such strict guidelines are in place in line with BIS Child Protection guidelines. We have official photographers/video attendants who come along to our events for this purpose. I.e., Spiral, Spin event, Ice Shows etc.

- If taking part in one of our events, on signing the entry form/ice show form, consent is gained for the taking and sharing of photographs and videos. **Please state on the form if you do not wish images to be shared!**

- We may also publish some of these images on our official sites under the guidelines outlined BIS
- We will inform everyone that official videoing and photography will be taking place during the event and will give details of how these can be purchased
- All guidelines will be displayed at the event so everyone is aware of them
- Any press officers will be informed of those skaters who do not have permission to be photographed
- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing, should be reported to the event organiser on the day of the event

If parents have concerns about their child being photographed or filmed at any time they should notify a committee member.

Whilst we encourage you to support your children and celebrate their achievements through the taking or photographs and video, we urge you adhere to these strict guidelines, as they are in place to protect your children.

This policy, as with all our policies and procedures, will be reviewed regularly by the committee, to ensure we are providing the most effective and safe practices to our members.