



ITAI DOSHIN AIKIDO CLUB

Photographic Images & Video Policy



Scope of Policy

This policy relates to any device that can take photographic or video images including mobile phones and tablets. In respect of the Club, the term 'Child' represents young people attending secondary school so typically 11/12 yrs to 17yrs of age.

Rules to be Observed

While the Club and the British Aikido Board (BAB) recognises that publicity and pictures of children enjoying Aikido are essential to promote the sport and a healthy lifestyle, the following rules will be observed:

- Ensure parents/guardians have granted their consent for the taking and publication of photographic images and have signed and returned an appropriate "permission form";
- All children must be appropriately dressed for the activity taking place;
- Photography or recording should focus on the activity rather than a particular child or children and personal details that might make a child vulnerable, such as their exact address, should never be revealed;
- Where an individual has achieved success in Aikido (e.g. when selected for representative team or showing triumph over adversity), permission must be gained from a parent/guardian to use photographs/recordings and relevant details;
- Anyone taking photographs or recording at any Aikido event, regardless of equipment used and including mobile phones, must have a valid reason for doing so and seek the permission of the organiser(s)/person(s) in charge;
- They should make themselves known to the event organiser(s)/person(s) in charge and be able to identify themselves if requested during the course of the event;
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the Club CWO (Child Welfare Officer), ACPO (Association Child Protection Officer) or BAB Lead CPO, as appropriate.

Key Concerns

The key concerns contained within this policy regarding the use of images of children relate to:

- The taking of inappropriate photographs or recorded images of children;
- The possible identification of children when a photograph is accompanied by inappropriate information;
- The inappropriate use, adaptation or copying of images for use on child pornography websites.

Recording Images of Youngsters

There have been concerns about the risks posed directly and indirectly to children through the use of photographs on sport websites and other publications. Therefore, the following guidelines should be followed:

- All children featured in photographs/recordings must be appropriately dressed with Dogi (training uniform) covering their torso from at least the bottom of their neck to their calves;
- The photograph/recording should ideally focus on the activity. Where possible, images of children will be recorded in small groups (the group may comprise any combination of adults and children);



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- Club and Association coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material.

Publishing Images of Youngsters

If a photograph/recording is used the follow guidelines will be adhered to:-

- Personal details of children such as email address, home address and telephone numbers will never be revealed;
- The Club will issue a Parent/Guardian and Child Permission Form on an annual basis to provide consent for the taking and publishing of material containing said child.
- Where a story concerns an individual (e.g. success at grading, their selection for representative team, triumph over adversity), particular attention should be paid to ensuring permission is gained from a parent/guardian and the child to use a photograph/recording and relevant details;
- In order to guard against the possibility of a child under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing) and the Club should endeavour to avoid such circumstances;
- Think about the level of consideration given to the use of images in all publications, e.g. the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.
- Try to take photographs that represent the diverse range of children participating safely in Aikido. This might include:

Boys and girls;
Children from minority ethnic communities;
Girls with hair covered;
Disabled people;
Glasses.

Use of Photographic/Filming Equipment by the Media at Aikido Events

- There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.
- While this might be rare in Aikido, all those involved have a duty of care to children to ensure that this risk is as small as possible. By taking some simple steps, risks will be reduced.
- If professional photographers are commissioned or the press is invited to an Aikido activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of children:



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- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign an Event Registration Form;
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs;
- Do not allow unsupervised access to Aikidoka or one-to-one photo sessions at events;
- Do not approve/allow photo sessions outside the event or at the child Aikidoka's home.

Use of Photographic/Filming Equipment by Parents and Spectators

- If parents or other spectators are intending to photograph or video at an event they should also be made aware the expectations;
- Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming.

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern;
- Event organisers should approach and challenge any person taking photographs who has not made his/herself known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

Summary

Protecting the welfare of children is about putting in place the best possible practices and procedures; this will protect not only children but also the adults in Aikido.