



WEST OF ENGLAND SPORT TRUST
SAFE GUARDING CHILDREN AND YOUNG PEOPLE
PHOTOGRAPHY GUIDELINES

1. In line with the West of England Sport Trust Safeguarding Children and Young People Policy. It is a requirement that any persons wishing to engage in any photography or videoing of events or sessions must register their details with designated event staff before carrying out such photography.
2. All those wishing to use photographic/film/video equipment, including mobile phones with video/photographic technology must register their details.
3. Professional photographers/filming/video operators wishing to record the event must seek accreditation with the event designated staff, by producing their professional identification for the details to be recorded at least five days prior to the event.
4. Identification may be checked with issuing authority prior to the event.
5. If a professional photographer is commissioned it is important that they abide by the Trusts policy and guidelines.
6. Identification labels will be issued to all those who have registered.
7. The West of England Sport Trust reserves the right of entry and reserves the right to decline entry to any persons unable to meet or abide by the designated event organisers conditions.
8. Participants/parents/carers/spectators/volunteers/event staff are informed that if they have concerns they can report these to the designated event organiser or the event designated safeguarding children and adults at risk officer.
9. Concerns regarding inappropriate or intrusive photography should be reported to the designated officer or event organiser and recorded in the required documentation.
10. Parents/carers/spectators intending to photograph an event may be required to complete a self declaration form.

Publishing Images

1. If a player is named, we will avoid using their photograph and request that professional photographers and the media do the same.
2. If a photograph is used, we will avoid naming the player and request that professional photographers and the media do the same.
3. We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child / young person.
4. We will only authorise positive images of young people participating in sport.
5. If professional photographers are commissioned or press invited to a Wesport activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people.



■ Photography and Video non-consent form

The West of England Sport Trust (Wesport) recognises the need to ensure the welfare and safety of all young people in sport.

At the School Games festival filming of sporting activity and interviewing pupils and staff may take place. The edited final film, photos and audio will be featured on the Wesport website: www.wesport.org.uk/schoolgames.

Any footage will only be used by us and our partners for educational purposes and to celebrate the contribution of young people to the School Games celebration.

In accordance with our child protection policy we will not permit photographs, video or other images of young people under the age of 18 years or adults at risk to be taken without the consent of the parents/carers and children.

Wesport will follow the guidance for the use of photographs a copy of which is available from the Designated Safeguarding Officer safeguarding@wesport.org.uk.

Wesport will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately, you should inform the Wesport Designated Welfare Officer immediately.

Wesport will provide appointed media with a copy of the organisations photography guidelines.

Each school will be asked to sign in on registration and confirm consent that all their pupils can be photographed. If you have any students who cannot be photographed, please complete this form and bring on the day of the event:

..... (parent/carer) do not consent to Wesport/appointed media photographing/videoing/using images of:

..... (Child's name)

Date:

Event:

Event date:

Non-consent form to be completed and returned to (or handed in on the day):

Andy.Blackmore@wesport.org.uk / Nicole.Emmanuel@wesport.org.uk

Wesport c/o UWE, Coldharbour Lane, Bristol, BS16 1QY