



Worcester Canoe Club Guidelines for use of Photographic & Filming Equipment

British Canoeing recognises that publicity and pictures/ recordings of young people enjoying paddle sport are essential to celebrate the achievements of the child and to promote the sport and a healthy lifestyle. However, it is important to observe the following guidelines.

The key concerns regarding the use of images of children and young people relate to:

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

Guidelines for Photographic/ Recorded Images

- Ensure parents/ carers/ the young person have granted their consent for the taking and publication of photographic images.
- All children featured in photographs/ recordings must be appropriately dressed in outer clothing garments covering torso from at least the bottom of their neck to their thighs (i.e. a minimum of vest/ shirt and shorts).
- The photograph or recording should focus on the activity rather than a particular young person and personal details, which might make the young person vulnerable, such as their exact address, should not be revealed.
- Clubs, coaches, and volunteers should 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.
- You should not use any images of a child or young persons who is the subject of any court order or where consent has not been granted.
- Parents and spectators taking photographs/ recordings should be prepared to identify themselves if requested and state their purpose for photography/ filming.
- Any instances of the use if inappropriate images should be reported to the Club, British Canoeing (if in England), your Nation Association or the Police.

Guidelines for Publishing Photographic/ Recorded Images

Where a photograph/ recording is used it is appropriate to name the child. However, personal details of children such as an email address, home address and telephone numbers should never be revealed.

Think about the level of consideration that you give to the use of images in all publications, for example the process 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 and social media.