

**Safeguarding Guidance - Film, Photography & Smart Phones**

**Film and Photography**

**Permission to take images**

Permission should soughtto ensure that young people and parents/carers are aware of when and how their images may be used. Permission will be obtained through:

* Individual permission where permission is sought for a single or specific event and has not been sought generally through competition entry/other contract means and/or
* General permission granted through completion of competition entry form. For Coaching sessions permission should be included as part of the form.

For third party photographers, film/videographers or other organisations that the Club may have employed to take images each person must complete the Self-Declaration Form. For any other person wishing to use photographic devices at Balcarrick Golf Club events they must first register their device with the Club PRO. Each person registering a device will be required to produce photographic identification as proof of identity.

**Taking images in certain environments**

Third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

* Changing rooms.
* Open changing areas such as ‘villages’
* individual changing/private cubicles provided for personal use.
* Toilets.
* Medical/physio treatment rooms.

**Types of appropriate images**

Only appropriate images of children should be used, for example:

* Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/trousers
* Action shots of young people where the focus is on their participation in golf, not the athlete.
* Images of children should not be taken where the pose is inappropriate e.g. open legs bending over from behind, etc.

**Safe use of images**

Images can be taken for a variety of purposes, including for administration or personal use, publicising golf or aiding skill development. Anyone taking images should be aware of action poses that may be inappropriate; these are not suitable for use/publication.

**Types of images and appropriate use:**

* Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person’s attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.
* Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. These images should be taken by a qualified coach or a person specifically appointed by the young person’s coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use Media images – these are images taken by an individual from the media, i.e. TV, newspaper, social media or professional photographer where the images are to be used for publicity or promotion of the event or future events.
* Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.

**Use of images on social media**

Where images of young people are used on social media the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

* Personal details of a young person should not be included.
* Captions should be in keeping with the sport represented.
* The posting and any purpose should not breach the codes of conduct.
* The type of image should not breach guidance in this policy.

**Storage of Images**

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc. How personal images are stored is the responsibility of parents/guardians with their child/young person.

All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

* If storage of images is required the images must only be stored for the length of time for which they are needed
* If possible, avoid using the names of children, or any other identifying feature

Once images are no longer required they must be properly destroyed. Digital images stored on computer systems need to be fully deleted, including deletion from the cache memory and/or temporary files.

**Taking inappropriate images**

If there is any concern about the nature of any image taken this should be reported to the Designated Liaison Person in Balcarrick Golf Club who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in Balcarrick Golf Club Safeguarding Policy.

**Non-authorised taking of images**

If you are concerned about an individual taking images at an event this should be verbally reported to the Balcarrick Golf Club representative at the event. It may be necessary to report the non- authorised taking of images to the appropriate statutory authorities.

Balcarrick Golf Club representative will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non- authorised taking of images to the club/facility manager.

**Inappropriate use of images**

Where there is a concern about the use of images this should be reported to the Balcarrick Golf Clubrepresentative who will take appropriate action. This will include reporting the alleged use to:

* + The parent/carer of any young person involved.
	+ The person responsible for posting the image.
	+ The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
	+ The statutory authorities.

Inappropriate use of images is a breach of Balcarrick Golf Club rules and the code of conduct and may result in a complaint against those involved in golf which may be reported to the appropriate authorities. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website http://www. presscouncil.ie/

**Social Media**

Leaders must not communicate with children or young people via leader’s personal social networking profiles, email accounts, or chat rooms.

All communication with children should be open, transparent and appropriate and should take place via parent/guardian.

For Leaders Using a Social Networking Site

* Where possible all communication with juniors should take place via parents/guardian. Before leaders communicate directly with young people via social networking sites, or by any other means of internet communications (e.g. email) consent must be sought from the parent/guardian and young person.
* Parental and child’s permission is required before pictures of videos of children or young people are posted online.
* Leaders should not ‘friend’ or ‘follow’ children or young people on social media. (Children or young people may ‘follow’ leaders on social media so leaders should make sure any content they post is appropriate.)
* Messages left to or from children or young people on social network sites should be written on an open page (e.g. A Facebook ‘Wall’) and not in a private message or by using ‘chat’ [one-on-one].
* Leaders should not network with members of their organisation/group via closed [one-on-one] chats e.g. Facebook messenger, WhatsApp, etc. This should be done only through ‘Group Chat.’
* Any events or activities run by Balcarrick Golf Club that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.
* Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by ‘bcc’ if necessary.)
* Leaders should avoid communicating with children or young people in their organisation/group via email late at night.
* In signing off a post or email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient, e.g. “Luv X”; “xoxoxo”. Simply sign your name.
* Any allegations of abuses reported through a social networking site will be dealt with according to our reporting procedures.

**Mobile Phones**

Young people value their mobile phones as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and juniors and in some cases, adults have used this to cross personal boundaries placing themselves and young people at risk. Where possible all communication to young people should be through their parent/guardian’s mobile number or email address. Parental and young person’s permission must be sought if the leader will be contacting children or young people directly. Leaders involved in golf should only have children’s and young people’s mobile numbers if the nature of their involvement requires them to phone or text them.

As a Leader

• Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event.

• It is not appropriate or acceptable to have constant contact with an individual athlete.

• Don’t use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.

• Do not send messages late at night

• Remember the principles of the Leaders Code of Conduct apply to social media communication as well and consider your digital footprint before posting.

* If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/ young person, arrange to meet up to talk further (within the usual safeguarding parameters).

As a Junior golfer

• If you receive an offensive message, email or photo don’t reply to it, save it, make note of times and dates and tell a parent, children’s officer or responsible adult you trust.

• Be careful about whom you give your number or email address to and don’t respond to unfamiliar numbers.

• Don’t use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.

• Treat your phone as you would any valuable item so that you can guard against theft.

**Smart Phones**

Smart phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Smart phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent, or menacing and should be sensitive about other people’s gender identity, sexual identity, racial heritage, religion, or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, and permit to be taken, distribute, show, or possess an indecent or sexually explicit image of a child under 18.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to safeguarding. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded. The leader should then:

* Provide a clear brief about what is considered appropriate in terms of content and behaviour.
* Issue the photographer with identification which should be worn at all times.
* Keep a record of accreditations.
* Inform leaders, children/young people, and parents, that a photographer will be in attendance is at the activity and check that they consent to both the taking and publication of films or photographs.
* Not allow unsupervised access to children/young people or one-to-one photo sessions.
* Not approve/allow photo sessions outside the activity or at a child/young person’s home.
* Anyone concerned about any photography taking place should discuss his or her concerns with the children’s officer.

Smart phones can be used to make children/young people safer. Older children, for example, using a taxi can send a picture of the car’s registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

* Children/young people can only be photographed when permission has been provided in writing from their parent/ guardian and child.
* The scope of the use of photographs must also be stated as part of the parental permission.
* Children/young people should not be named individually in photographs unless necessary and with clear agreement and consent of parents and child, for example, if the child/young concerned was winning a prize worthy of publication.
* When posting photographs on social media settings should be such that children/young people cannot be individually tagged.
* All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
* If any electronic device/memory which contains photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.