



FIGHTING FALCONS SCHOOL OF MARTIAL ARTS

www.fighting-falcons.co.uk

Photography & Filming Policy

The purpose and scope of this policy statement

The Fighting Falcons School of Martial Arts works with children and families as part of its activities. These include teaching kickboxing, self defence, fitness classes and competing in domestic and international events.

The purpose of this policy statement is to:

- protect children and young people who take part in the fighting falcons' services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with The Fighting Falcons School of Martial Arts.

Photography and/or filming for personal use

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers and children that they need to give consent for the fighting falcons to take and use images of children
- asking for photos taken during the event not to be shared on social media *or* asking people to gain permission from children and their parents/carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.



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Photography and/or filming for Fighting Falcons use

We recognise that our group leaders may use photography and filming as an aid in activities such as competing. However, children/young people and their parents/carers must be made aware that this is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children and parents/carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by the fighting falcons) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance. They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

The Fighting Falcons School of Martial Arts will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.



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At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable.

If The Fighting Falcons management team is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access.

We will never store images of children on unencrypted or non password protected portable equipment such as laptops, memory sticks and mobile phones.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection.
- Safeguarding Procedures.
- Coaching Code of conduct
- Social Media Policy

Contact details

Photography and images co-ordinator

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We are committed to reviewing our policy and good practice bi-**annually**. This policy was last reviewed (September 2019).

