



Kōdo Kai Karate Club

Photographic and Filming Policy



# Photographic and Filming Policy

## 1.0 Purpose and Scope

Kōdo Kai (herein to be referred to as 'the club') works with children and families as part of its activities.

The purpose of this policy statement is to:

- protect children and young people who take part in the club's 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 club.

## 2.0 Legal Framework

This policy has been based on legislation, policy and guidance created by the UK government that seeks to protect children in England with relation to the photography and filming of children.

## 3.0 How we will keep Children and Young People Safe

Our club will do the following to ensure the safety of Children and Young people:

- ask for written consent from a child and their parents / guardians before taking and using a child's image
- explain what the images / videos will be used for, how they will be stored and what potential risks are associated with sharing images of children
- make it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- change the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publish personal information about individual children and disguise any irrelevant identifying information (for example the name of their school or a school uniform with a logo) where possible
- make sure children and their parents / guardians understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- only use images of children in appropriate clothing (including safety wear if necessary)
- avoid full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- use images that positively reflect young people's involvement in the activity



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## 4.0 Photography and Filming for Personal Use

When children themselves, parents / guardians, or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance and / or announce details of our photography policy.

This includes:

- reminding children and their parents / guardians that they need to give consent for the club to take and use their images
- 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 / guardians 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 and parents / guardians who they can talk to if they have any safeguarding concerns about images being shared

## 5.0 Photography and Filming for Club Use

The club and its group leaders may use photography and filming to celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our club in accordance with section '3.0 How we will keep Children and Young People Safe'.

If the club hires 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
- always ensuring the photographer wears identification
- informing children, their parents / guardians 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 safeguarding procedures



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## 6.0 Photography and Filming for Wider Use

If people such as local journalists, professional photographers (not hired by the club) 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 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 club will verify these details and decide whether to grant permission for photographs / videos 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.

At the event we will inform children and parents / guardians that an external photographer is present and ensure the photographer is easily identifiable, for example by issuing them with a coloured identification badge.

If the club 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 safeguarding procedures.

## 7.0 If Consent is Not Given

If children or parents / guardians do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

## 8.0 Withdrawal of Consent

You can withdraw your consent at any time by informing the club in writing (i.e., via email or via the 'Contact Us' page on the website). We will respond to you within a month of receiving your request.



# Photographic and Filming Policy

## 9.0 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. Images will be stored for as long as the club is active or until consent is withdrawn.

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

Since the club is an association and therefore not an entity in its own right, it cannot possess any of its own equipment. This means that all photography / filming equipment is, by definition, owned by individual members of the association. Therefore, any photography / filming will be taken using only equipment owned by officers of the club unless the club authorises other members. In which case, children and parents / guardians will be informed, before they give consent, that the club will be photographing / filming with equipment that is not owned by its officers but will still comply with the Photographic and Filming Policy.