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## **Upper Hamble Canoe Club (UHCC) Guidelines For Use Of Photographic & Filming Equipment**

Whilst British Canoeing (BC) recognises that publicity and pictures/ recordings of young people enjoying Paddlesport are essential to promote the sport and a healthy lifestyle, the following guidelines should be observed.

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 website.
- The taking of inappropriate photographs or recorded images of children.

### **Guidelines for Photographic/ Recorded Images**

- Ensure parents/ guardian/ young person have granted their consent for the taking and publication of photographic images.
- All children featured in recordings must be appropriately dressed with 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 who has denied you their consent.
- 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 of inappropriate images should be reported to the Club, BC or the Police.

### **Guidelines for Publishing Photographic/ Recorded Images**

- If a photograph is used, avoid naming the child by using their first name only. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- 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.

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Reviewed by Lyn Jack May 2022