

Policy 7



Media Policy (photography, filming and use of images of children & young people)

Commitment to Te Tiriti O Waitangi

Spiralz Rhythmic Gymnastics recognises Te Tiriti O Waitangi as Aotearoa New Zealand's founding document.

Spiralz Rhythmic Gymnastics is committed to upholding the mana of Te Tiriti O Waitangi and the principles of Protection, Partnership and Participation.

Background

Capturing images and videos of children and young people is a great way of celebrating achievements and promoting rhythmic gymnastics. Coaches often use photographs and videos to assist with coaching and skill development. However, consideration must be given to informed parental consent, the approval of devices images may be taken on, and how these are stored and used. Consent gained for photographs, or video does not extend to the technology that allows capturing and sharing of images such as via webcams and chat rooms.

Advances in technology that allow us to capture digital images and videos have resulted in the reality that children and young people are at risk of abuse, bullying, cyber-bullying and child sexual exploitation from image sharing. Their right to privacy may be breached, putting high profile or already vulnerable children and young people at risk if not managed correctly.

Images can be shared in a click, or easily printed off and as a result image usage comes with an obligation to ensure the rights and safety of the children and young people captured in images are protected.

The risk comes from:

- Taking inappropriate or illegal images of children and young people
- Children and young people taking and sharing inappropriate images of their friends and team-mates
- The image and identification of the child or young person in the wording relating to the image may result in them being identified (such as adopted children), contacted or information gained to enable grooming, either face-to-face or via a social media platform
- Publication or sharing of images inappropriately to exploit, embarrass or harass children and young people
- Parents and caregivers may give consent but not fully understand which device will be used, who it belongs to, how images and recordings are shared and stored.

The purpose of this policy

The purpose of this policy is to provide guidance to protect and safeguard children and identify any breaches swiftly.

Who does this policy and procedures apply to?

This policy applies to all staff, contractors and volunteers providing services for or associated with Spiralz Rhythmic Gymnastics. The policy applies to all children and young people who staff and regular volunteers come into contact with while carrying out their role at Spiralz Rhythmic Gymnastics.

Everyone wishing to film or take photos of children and young people at Spiralz Rhythmic Gymnastics has a responsibility to comply with the following guidance.

Safe use of images of children and young people

- All staff members, contractors and volunteers will be made aware of this policy
- All children, young people, parents, caregivers and whānau will be made aware of this policy
- Ensure parental/caregiver/whānau consent is obtained via Spiralz Rhythmic Gymnastics enrolment form (section regarding imagery).
- Verbal consent alone will not be accepted, consent needs to be given in writing
- If parental consent is not given, inform approved photographers and staff of any children who must not be photographed
- Do not publish photographs with the full name(s) of children and young people unless you have written parental consent
- Do not use images of children and young people and detailed personal information in publications, including websites or blogs
- Promote a culture within Spiralz Rhythmic Gymnastics that the reporting of breaches of this policy by staff and volunteers is in order to keep children and young people safe
- Consider the purpose of capturing the image. Is it necessary? Does it benefit the child or young person or Spiralz Rhythmic Gymnastics?

Minimising risk

- Photography in changing rooms, toilets and showers is not allowed under any circumstances
- Parents, caregivers, whānau and the children and young people must not take images of themselves or other children in a changing room, toilet or shower

- Children and young people must be dressed in appropriate clothing at training (form fitting shorts, tights, t-shirts, singlets) that does not expose them unnecessarily
- At events Spiralz Rhythmic Gymnastics will use an approved photographer to capture images who have undergone Police Vetting. Spiralz Rhythmic Gymnastics will ensure that the photographer has a copy of this policy
- Inform parents prior to events that an approved photographer will be in attendance
- Ensure the photographer has a clear ID that is visible at all times (e.g on a lanyard)
- Do not permit or ignore unsupervised access to children or young people by an approved photographer or any person taking photographs on behalf of Spiralz Rhythmic Gymnastics
- Do not permit or ignore photo sessions away from the event - for instance, at a young persons home

Respecting the rights and wishes of the child or young person

- Inform children and young people prior to the event that an approved photographer will be in attendance. Ask for their consent for photos to be taken
- At the time, prior to capturing the image or recording, obtain verbal consent from the child or young person to ensure they are happy to proceed, even if parental consent was obtained.
- Explain to the child or young person the purpose of capturing the image and how it will be stored and used.
- Offer to show the child or young person the image to ensure they are happy for it to be used prior to sharing or publicising.
- If they decline, do not proceed, even if a parental consent form is signed.
- In situations where parental consent is not given, it must be respected and communicated with staff members to ensure the rights of the child are safeguarded and protected.

- Full names of children and young people should never appear alongside their image on any organisations social media platforms.

Storage and sharing of images

- Photographs or recordings of children and young people must be kept secure and not shared unless for the purpose that image was taken in accordance with the signed parental consent form.
- Photographs and recordings must only be shared with approved staff members, e.g. the person responsible for marketing, social media or newsletters.
- Breaches related to the storage and sharing of images and recordings must be reported to the Spiralz Rhythmic Gymnastics Child Safeguarding Representative (CSR) immediately.
- Photographs and recordings must not be stored on personal computers, laptops, memory sticks, memory cards or cell phones.
- We understand as a predominantly not for profit, volunteer led organisation that images and videos do need to be taken on personal cameras and phones. Once the images and photos have been taken these need to be stored in the club google drive folder labelled 'club photos' and deleted from personal devices as soon as they have been uploaded. This should be done in a timely manner.

Responding to complaints and concerns

It is important that concerns or allegations related to inappropriate taking or use of images of children and young people are dealt with in the same way as any other child-protection issue. This includes concerns about professional photographers.

Always consult with your CSR and follow Spiralz Rhythmic Gymnastics Child Safeguarding Policy

