



Portobello Amateur Swimming Club

Policy for use of Photographic & Filming Equipment

Notification

- From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in swimming. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes e.g. website or publication.
 - (iv) Aiding assessment and qualification of coaches via the Scottish Qualifications Authority
- In order for photographing / filming to take place the following forms will need to be completed and submitted to the club:
 - a) Photography and Filming Consent Form
 - b) Request for the use of Camera and Filming Equipment
- Materials promoting events will state, where relevant, that photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day (Request for Permission to Use Camera & Filming Equipment). This enables tracking of the equipment and operator should concerns arise in the future.

Use of Images & Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Portobello ASC Child Protection Policy & Procedures, where this is within the control of Portobello ASC.
- Portobello ASC will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing (email) of the person(s) photographed / filmed or their guardian(s).
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.
- We would request that the swimmer's modesty is protected at all times. To this end, swimmers should only be photographed in swimwear during action or staged shots.



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Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day.
- Where appropriate concerns should also be reported to the police.

NB: It is the camera user's own responsibility to be aware of facility Normal Operating Procedures.

Permission from the club does not necessarily infer permission from facility owners / operators.



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Photography & Filming Consent

Portobello Amateur Swimming Club (PASC) will be photographing / filming swimmers during training sessions / competitions. PASC will follow the guidance for the use of images of young people as detailed within the Child Protection Policy and Procedures and will take steps to ensure these images are used solely for the purposes they are intended (indicated below). The policy is in line with Scottish Swimming protocol.

Purpose of use:	Technical analysis (and retention where requested)
Venue:	PASC training sessions and competitions (where applicable)
Date(s):	Ad hoc. Where applicable

If you have any concerns regarding the nature of filming please contact the Club Child Protection Officer.

Please note that appropriate film / photo footage may be placed on Portobello ASC website / social media sites in order to promote the club. Should you wish to opt out of this please contact Liz Henderson portyascmembership@gmail.com.