

BLITZ

# PHOTOGRAPHY POLICY



WADOKAI WORCESTER

**WADOKAI WORCESTER / WORCESTERSHIRE KARATE SQUAD**  
**SAFEGUARDING TEAM**

**Photography Policy**

Document type:	Policy
Version:	3.0
Author:	Katrina Wilson
Validated by:	Safeguarding Team
Date Validated:	
Date uploaded to internet:	
Review Date:	October 2025

**Version control**

Version	Type of change	Date	Revisions Made
1.0	New Document	May 2018	N/a
2.0	Minor revisions	September 2023	Update to public and personal venue
3.0	Major Amendments	April 2025	Updated as in line with BMABA recommendations

# WadoKai Worcester Karate Photography & Videography Policy

## 1. Introduction

WadoKai Worcester Karate recognises the benefits of photography and videography in promoting our club, celebrating achievements, and documenting training sessions and events. However, we are also committed to safeguarding our members, particularly children and vulnerable individuals, and ensuring compliance with UK GDPR (General Data Protection Regulation) and data protection laws.

## 2. Scope

This policy applies to all members, instructors, staff, volunteers, spectators, parents/guardians, and external photographers capturing images or videos during any WadoKai Worcester Karate activities.

- 2.1 Photography of members of WadoKai Worcester or associated events is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner and the Human Rights Act 1998, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of child protection.
- 2.2 **Photography'** includes photographic prints and transparencies, video, film and digital imaging.
- 2.3 **Events'** means any function, meeting, training session or competition of any nature, whether organised' supported or sponsored by WadoKai Worcester Karate by any means whatsoever, wherever children or young people or other vulnerable groups are the responsibility of WadoKai Worcester Karate or their staff.
- 2.4 **Parent'** means any person with parental rights and responsibility in relation to a child or young person.

## 3. Policy aims

3.1 The aim of the photography policy is to promote good practice:

- Facilitate photography for the business purposes of WadoKai Worcester Karate
- Respect the rights of the individual.
- Safeguard and protect children and young persons.
- Allow personal family photography wherever possible.

- Sensitivity in processing data

#### **4. Purpose of Photography & Videography**

Photography and videography may be used for:

- Promotional material, including club websites and social media platforms.
- Educational and training purposes.
- News articles, local media, and sports publications.
- Club archives and historical records.

#### **5. Consent & GDPR Compliance**

Under UK GDPR, photographs and videos of individuals are considered personal data. As such, WadoKai Worcester Karate will:

- Obtain written consent from individuals (or their parents/guardians if under 18) before capturing or using their images/videos.
- Ensure consent is recorded and securely stored.
- Allow individuals to withdraw their consent at any time by contacting [katrinajaywilson@gmail.com](mailto:katrinajaywilson@gmail.com)
- Ensure that photographs and videos are used in a responsible and appropriate manner.
- Not use images or videos for purposes other than those explicitly stated at the time of consent.

#### **6. Club Photography & Videography Rules**

To ensure safeguarding and compliance, WadoKai Worcester Karate enforces the following rules:

- Photography or videography during sessions must be authorised by the club's management.
- Any images or videos taken by instructors or staff must align with safeguarding best practices.
- Images must not be used inappropriately or manipulated to cause harm or embarrassment.
- Students will not be identified by full name without explicit additional consent.
- No photography or filming will be permitted in changing rooms or other private areas.
- Photography at competitions or events will follow the respective event organiser's policy.

Photograph's or videos created by WadoKai Worcester may only be done from club devices these are outlined as below:

- Club camera
- Club Ipad
- WadoKai Worcester's business phone

**6.1** Staff that are permitted to use club photography equipment:

- Chief Instructors
- Senior Instructors
- Coaches
- Team Leaders
- Photography Team

## 7. Safeguarding Considerations

WadoKai Worcester Karate takes safeguarding seriously and will:

- Ensure all instructors and staff understand safeguarding responsibilities regarding photography.
- Ensure any concerns about photography are reported immediately to the club's safeguarding officer.
- Respond swiftly to any complaints or issues regarding inappropriate image use.
- Protect the identities of children or vulnerable individuals who have opted out of photography.

## 8. Third-Party & Public Photography

If an external photographer or videographer is used (e.g., for promotional purposes), they must:

- Be vetted and approved by WadoKai Worcester Karate.
- Sign an agreement confirming compliance with GDPR and safeguarding policies.
- Not use images/videos beyond the agreed purpose.

At public events, spectators may wish to take photos or videos. WadoKai Worcester Karate will remind attendees to do so responsibly and in compliance with safeguarding policies. If any individual objects to being filmed or photographed, their request must be respected.

WadoKai Worcester understands that the rules on photography may differ depending on the classification of the venue or what is occurring at said venue. We look to break down the two types of venues and events that rules apply to;

- **Public-** An event that requires people from more than one association coming together to train/compete.

- **Private-** A session that is under the control of the association for example a general training session.

8.1 **Public photography** is extremely difficult to regulate photography policies, therefore for ease of the event organiser a general permission is given for people to take photographs and may designate official photographers.

8.2 Public events may be considered as any of the following events:

- Competitions
- Courses

8.3 **Private photography** however is the responsibility to WadoKai Worcester to ensure the photography policy is adhered to, as they have control of the environment

8.4 Private events may be considered as any of the following events:

- General weekly training
- Grading days
- Worcestershire squad training

## **9. Parental Photography**

9.1 Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

9.2 Where practical, arrangements should allow photography to be taken by parents and others attending such events. Photography will not be permitted where the smooth running event and/or health and safety of persons is or may be compromised

9.3 Parental photography must not include any child or young person whose parent has refused permission for any reason. This may mean offering photography opportunities before or after the event for those who wish to be involved. Parental photography is secondary to the main aims and purposes of events and must not be allowed to interfere with the opportunities for the child or young person to participate.

9.4 Commercial copyright in a performance will normally exclude any audio or video recording by the public (other than by WadoKai Worcester Karate for internal purposes) and for those events parents and their guests, and spectators must be informed that the infringement of copyright is strictly forbidden.

## **10. Spectator Photography at WadoKai Worcester events**

**10.1** Any person requesting to take photography at any WadoKai Worcester Karate or Associated event, as a spectator shall only do with the permission of WadoKai Worcester Karate having completed the required application form and is on a per event basis and returned it together with the stated fee within the specified time.

**10.2** Identification will be required to process the application. WadoKai Worcester Karate reserved the right to refuse any application without reason being given.

**10.3** The identification band if issued must be worn at all times and separate identification carried, by the applicant on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event

## **11. Handling Concerns & Complaints**

If any member, parent, or guardian has concerns about photography or videography:

- They should raise their concerns with the club's safeguarding officer or management.
- If the concern relates to safeguarding, it should be reported immediately to the Wadokai Worcester Safeguarding Team at [katrinajaywilson@gmail.com](mailto:katrinajaywilson@gmail.com)
- Any inappropriate or unauthorised use of images will be investigated, and action will be taken where necessary.

## **12. Image & Video Storage**

All images and videos taken for club use will:

- Be stored securely and only accessible by authorised personnel.
- Not be retained for longer than necessary.
- Be deleted upon request where consent has been withdrawn.

## **13. Policy Review**

This policy will be reviewed annually or sooner if required by changes in legislation or best practices.

**Approved by:** KATRINA WILSON

**Date:** APRIL 2025

**Next Review Date:** APRIL 2026

**Contact Information**

For any concerns or queries regarding this policy, please contact [katrinajaywilson@gmail.com](mailto:katrinajaywilson@gmail.com).

## Photography Team



**David Wilson-** Senior Instructor  
& Safeguarding officer-  
07933326935-  
[david\\_wilson31@sky.com](mailto:david_wilson31@sky.com)



**Darran Findlater-** Coach &  
Safeguarding lead-  
[Darranfindlater@hotmail.com](mailto:Darranfindlater@hotmail.com)



**Katrina Wilson-** Chief Instructor  
& Safeguarding lead-  
07475765153-  
[katrinajaywilson@gmail.com](mailto:katrinajaywilson@gmail.com)



**Tara Wilson-** Senior Instructor



**Florence Findlater-** Team  
Leader



**George Shough-** Coach





**Hannah McGuire-** Photographer