**WADOKAI WORCESTER / WORCESTERSHIRE KARATE SQUAD**

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Photography Policy

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| Document type: | Policy |
| Version: | 2.0 |
| Author: | Katrina Wilson |
| Validated by: | Safeguarding Team |
| Date Validated: | September 2023 |
| Date uploaded to internet: | September 2023 |
| 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 |

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Photography Policy Index

|  |  |  |
| --- | --- | --- |
| Section  Number | Title | Pages |
| 1. | Introduction | 3 |
| 2. | Policy Statement | 3 |
| 3. | Policy aims | 3 |
| 4. | Public & private venues | 4 |
| 5. | Photography by Staff | 4 |
| 6. | Videoing as a coaching aid | 5 |
| 7. | Parental Photography | 6 |
| 8. | Spectator Photography | 6 |
| 9. | Photographs by Authorised agencies | 6 |
| 10. | Photography Team | 7 |

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Description automatically generated**1. Introduction**

1.1 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.

**1.2 Photography’** includes photographic prints and transparencies, video, film and digital imaging.

**1.3 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.

**1.4 Parent’** means any person with parental rights and responsibility in relation to a child or young person.

**2. Policy Statement**

2.1 The protection of our members is paramount to WadoKai Worcester and thoughthere is no intention to stop people photographing their children, club mates, or photography and video being used as an educational tool, but this is in the context of appropriate safeguards being in place.

2.2 There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions.

2.3 While we want to celebrate and encourage our students, WadoKai Worcester must ensure those positive experiences take place in that sport that has the welfare of young people uppermost in their mind and that we have proper procedures and practices to support and empower them.

**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

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Description automatically generated**4. Public & Private venues**

4.1 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.

4.2 **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.

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

* Competitions
* Courses

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

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

* General weekly training
* Grading days
* Worcestershire squad training

**5. Photography by staff**

**5.1** The business of WadoKai Worcester Karate can involve English Karate Federation staff in the photography of children and young persons in relation to:

* Administration (ID badges etc)
* Coaching and training aid
* Advertising, Publicity and Promotional works.

Copyright and the use of this photography is carefully controlled by WadoKai Worcester and is retained safely by WadoKai Worcester or issued to the child or young person concerned or safeguarded by an officer of WadoKai Worcester Karate

**5.2** Photography held by WadoKai Worcester must be annotated with the date on which they were taken and stored securely. They should not be normally used other than for their original purpose, unless permission of the subject is obtained.

**5.3** Photographs must be destroyed or deleted from databases once they are no longer required for the purposes in which they were taken. A photograph taken for identification purposes may be retained for several years, but should not be retained when replaced or expired. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of WadoKai Worcester, its members and activities and the community may be retained indefinitely.

**5.4** It’s important to note that photographs that have been used for advertising purposes or history of WadoKai Worcester that are posted onto social media, will be deleted from the database however may not be deleted from the social media platform it was posted to.

**5.5** 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

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

* Chief Instructors
* Senior Instructors
* Coaches
* Team Leaders
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  Description automatically generatedPhotography Team

**6. Videoing as a coaching aid**

6.1 There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films. WadoKai Worcester also follows closely the guidance issued by the Child Protection in Sport Unit advising that:

* Where athletes are used in promotional material the appropriate consent is obtained
* Avoid using the first name and surname together, of individuals in a photograph
* If the athlete is named, we do not use their photograph without first obtaining the appropriate consent
* If the photograph is used, we do not name the individual without first obtaining the appropriate consent.
* Seek parental permission and that of the participant to use any image of any such participant. This is part of our membership form.

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Description automatically generated**7. Parental Photography**

**7.1** 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.

**7.2** 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

**7.3** 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.

**7.4** 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.

**8. Spectator Photography at WadoKai Worcester events**

**8.1** 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.

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

**8.3** 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

**9. Photographs by other Authorised agencies**

**9.1** The involvement of other agencies may only be authorised by WadoKai Worcester. Other agencies might include:

* Commercial photographers commissioned by WadoKai Worcester. Copyright rests with the photographer.
* The press and other media. Copyright rests with the photographer.
* Officers of WadoKai Worcester. Copyright rests with WadoKai Worcester

**9.2** Parents should be made aware that where team or group photography is taken by a commercial agency the photographer retains the copyright. Parents therefore must be given details of the agency used.

**9.3** A photo identification card will be issued and must be worn at all times and separate identification carried, by the agency personnel at all times, on the date of the event. Failure to do so may lead to the authority being withdrawn and expulsion from the event

**The identification band is non transferable**.

A person in a white robe

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A person in a white uniform

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**George Shough**- Team Leader

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

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

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

A person wearing a white uniform and a medal

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A person in a white kimono

Description automatically generatedA child in a karate uniform holding a trophy

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**Tara Wilson-** Senior Instructor

**Florence Findlater-** Team Leader

A close-up of a person's face

Description automatically generatedA person smiling for a picture

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**Hannah McGuire-** Photographer

**Parnia Navabpour-** Photographer