

Photography and Videoing policy

LeVan Taekwondo has a strong commitment to the safety and wellbeing of children and adults at risk who take part in taekwondo. Photos, videos and social media have become increasingly popular, and can be used for many good things, however there are also risks which need to be acknowledged and mitigated against.

It is not our intention to prevent parents from taking pictures of their children, but to ensure that anyone appearing in any photos (as the subject or in the background) taken in our club have consented to being photographed, and to the subsequent use of any image, in line with our safeguarding policies.

Although rare, potential concerns include:

- The use of a photo accompanied by personal information which can be used to befriend a child, either online or in person.
- Photos can be used by estranged family (eg in adoption or domestic violence circumstances) to trace and make contact with a child.
- Images can be inappropriate (or can be adapted to be inappropriate) and shared.

If you wish to take photos of your child training, please speak to an instructor. We are happy to assist you to take photos or videos of your child, on your own device, after the class has finished so we can be sure that no others will be caught in the shot.

To this end we have set the following rules pertaining to photography during our classes:

- **The only people who are permitted to take photos during classes are our senior instructors, or an assistant under their supervision.** The senior instructors will review any photos after the class together and select those for use. Any others will be deleted.
- We will only photograph students who have
 - Filled in a consent form
 - and
 - Verbally consented to being photographed on the occasion in question.
- For photos of individuals / small groups the student and their parent/guardian will be consulted before we post the photo on the LeVan Taekwondo facebook page or use it in any promotional material. It is not practical to seek the consent of everyone for large group photos, so we have included this use case in our consent form.
- No personal information other than first name and club will be published with a photo

- Photos may be cropped and colour adjusted / brightened but will not otherwise be modified.
- Children will only be photographed wearing a full taekwondo uniform or uniform trousers and belt with an official club tshirt.
- Photos will only be taken on standalone cameras or devices with no cloud synchronisation.

LeVan Taekwondo should be informed of any inappropriate use of its imagery on websites or any other form of media, which is not in keeping with this guidance.

Anyone discovering a child's image that appears to be being used illegally online should report the matter to *Child Exploitation and Online Protection Centre (UK) (CEOP)*, who provide a single point of contact for reporting abuse of children online.

Photography Events

We may occasionally organise events with professional photographers. These events will be subject to the above guidelines, if there is anything different to our standard consent form, we will provide an additional consent form to be signed by any student and parent/guardian as appropriate prior to the event.