

### Photography Policy relating to under 16s.

Wadebridge Coasters Cycling Club (WCCC) has a photography policy intended to help children, parents, club members and others understand how photographs can be shared more safely. This policy relates to taking, using and storing of visual images of children and young people in publications, websites and social networking sites. The policy is based on updated good practice guidance from the NSPCC and British Cycling.

WCCC will endeavour to ensure that we:

- Do not use children's full names in photograph or captions.
- Obtain the child's permission to use their image, this will be done through the parental consent form.
- Use a parental consent form to obtain permission for a child to be photographed and or videoed during club sessions or events. Parents should be able to request a copy of any material for them to view. If a parent or carer objects they should notify the appropriate club official or photographer immediately and follow up this discussion in writing with the Club Welfare Officer: Jayne Richards [jaynerichards100@yahoo.com](mailto:jaynerichards100@yahoo.com) Or speak to any member of the WCCC coaching or committee in their absence.
- Take on the bike, action shots only of juniors.
- Only use images of children in suitable clothing, to reduce the risk of inappropriate use.
- All photos must contain riders wearing appropriate safety equipment.
- Store images securely, to ensure access is restricted to appropriate people. For WCCC we have a secure Google drive accessed by Safeguarding lead and DBS checked coaches only.
- Event Organisers **must** pass on any photographer or press contact details to Club Welfare Officer (Jayne Richards), prior to events involving anyone under 16. The club welfare officer will ensure their compliance with this photography policy, parental consent wishes and make clear the club's expectations of them in relation to child protection.
- Make sure photographers will not be allowed unsupervised access to children
- Do not approve any photography sessions outside the event or at a child's home
- Remind all members, from time to time, that we **all** have a responsibility to be vigilant and monitor and report any inappropriate use of cameras immediately.
- We will raise awareness with club members of how images of children can be misused

**The key message is that everyone involved in cycling has a responsibility to monitor inappropriate use of cameras and video equipment. Be vigilant, look out for any of the following:**

- Be aware - someone may use the taking of photos as a means to engage vulnerable people and obtain inappropriate images of them. Are they taking photos inside a changing room or other situation that is outside the norm? Do you think they have any connection to the event taking place? Are they using the equipment in an open manner or are they being secretive?
- Challenge - if you see someone displaying the above behaviour or acting in some other unorthodox manner-ask them what they are doing? Why they are doing it? Who for? If they do not provide a satisfactory answer make a note of their appearance, car registration, name etc
- Report - Pass any relevant information you have to the local club Welfare Officer (Jayne Richards email [jaynerichards100@yahoo.com](mailto:jaynerichards100@yahoo.com)) or British Cycling safeguarding lead on email [compliance@britishcycling.org.uk](mailto:compliance@britishcycling.org.uk); or phone: 0161 274 2000) who will advise you on how the issue will be dealt with.

Read and approved by committee August 22<sup>nd</sup> 2023.