

Triathlon Ireland Photography and Filming Policy

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Introduction

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of Triathlon Ireland (hereafter referred to as TI) and its clubs. The procedures following are produced to ensure all TI staff, relevant volunteers and stakeholders have a clear understanding of the policy and how it applies to their role. This document will be reviewed on a regular basis.

These procedures were submitted and approved by the Safeguarding Committee. All previous procedures are superseded by this version with effect from *01/08/2017*.

Any issues arising from the transition between previous procedures and these shall be determined by the CEO, in consultation, where such issues are material, with the President.

This document may be amended from time to time by the Safeguarding Committee. The definitive text of this document in force from time to time is the version contained on the TI internal server under *Safeguarding Policies*. Any printed text or electronic copy held elsewhere is only a snapshot of the text at the time it is printed, copied or downloaded.

Triathlon Ireland has adopted a policy in relation to the use of images of athletes on their websites and in other publications as part of its commitment to providing a safe environment for young people. Triathlon Ireland will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored. TI approved photographers are professional photographers who have also abided by the TI Safeguarding protocol by undergoing Garda Vetting and signing a code of conduct as part of their contract.

Triathlon Ireland will have approved photographers at selected sanctioned events and so will endeavour to:

- Provide information regarding the intended use of Photos and Film taken at events.
- Ensure Parents and Juniors consent to both the taking and publication of films or photographs. (There is a clause regarding the photography policy in the Form 11 the Junior Waiver and race sign in sheets.)

- Ensure the content of the photograph focuses on triathlon not on a particular child.
- Where possible, ask for parental permission to use the athletes image and consult with the athlete about its usage.
- Not approve/allow photo sessions outside the events or at an athlete's home, unsupervised access to children or one to one photo sessions at events.
- Only use images of children in suitable dress/kit . Group photographs involving children are preferable to individual photographs. 'Action' shots with children in swimming attire only which capture the nature of the sport are acceptable.
- Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children. Follow Triathlon Irelands safeguarding procedures, ensuring both the Childrens Officer of TI ,Childrens Social Care and/or Police are informed.
- Where possible do not include the name of a child whose image is being used and avoid the inclusion of other detailed information about individual children as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Provide clear and efficient reporting channels for Children, parents and others should they have concerns. In summary, the channel is: the organiser, event DP, the National Children's Officer in TI.
- Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.
- Inform parents that while taking photographs of their own children is OK, they should respect other young people's privacy.
- Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 7 days working days before the event. The race organiser reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you are concerned about any photography taking place at an event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.

Photographers Guidelines

To be followed by official TI photographers and non TI photographers at an event.

- All photographers are required to sign in at an event.
- All official photographers are required to wear TI media vests.
- Any photograph taken should be of an appropriate nature. Any person taking inappropriate photographs will have the accreditation/registration status removed by the event organiser and the matter reported to the appropriate Designated Person/Statutory agencies.
- Group photographs involving children are preferable to individual photographs.
- In the pool, only photograph children who are fully immersed or fully clothed.
- If the juniors clothing is inappropriate do not photograph.
- Names of Juniors in photos may not be published.
- If in doubt regarding the suitability of a picture consult with the club Childrens Officer or Designated Safeguarding Lead at the event OR do not photograph.
- Re prints of photos of Juniors may only be released to parents/guardians of the child.
- TI Photographers must comply with the TI Safeguarding Code including the Code of Conduct for Volunteers