

**Abermule (with) Llandyssil Community Council**

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We currently have a significant gap in the policies of the Council in relation to the safeguarding children and vulnerable adults. Research on the internet brings up a range of policies and procedures and the potentially most useful have been appended to this brief paper.

Policies and procedures in this area should apply to:

* The Community Council in respect of its own operations and the consideration it should give to requiring any organisations that it funds or supports to have, where appropriate, policies and procedures in place
* The Community Council, where the use of the Rec by any organization for organized activities with young people or vulnerable adults must be agreed and where such organisations are again able to demonstrate that they have appropriate policies and procedures in place. It should be noted that “organized activities” will need to be defined – it can be suggested that these are:
  + Where there is a regular activity that will be undertaken at specific times and where this is being supervised or organized by an individual or group of adults who are not all directly related to the children concerned
  + Where there is an ad hoc (i.e. not regular activity) being organized for the benefit of a group of children by adults who are not all directly related to the children concerned.

(NB: Further discussion will be needed on the specific wording of conditions in relation to the term “Organised Activities”)

Policies and procedures for the safeguarding of children and vulnerable adults cover areas, which are not normally within the overall responsibility of the Community Council. However, good practice suggests that the Council should be aware of its responsibilities to ensure that any organization benefitting from its support understands the safeguarding of children in its broadest sense – and this includes where children or vulnerable adults engaged in any activities undertaken by the organization may have been subject to any kind of abuse and the mechanisms that should be followed where this is suspected. A model policy which appears to have been adopted by other authorities has been produced by Mid-Devon.

The Charity Commission issued guidance for charities on safeguarding in April 2012 and represents good guidance and should be taken account of. This includes ensuring that the Council has in place policies and procedures that it would expect to be followed by users.

The NSPCC has produced a range of policy and procedure documents (recommended by the Charity Commission) and these can be adapted as appropriate. In respect of sporting activities, which are those that affect the Council, they have produced a wide range of policies specifically on sport, which are appended to this paper. The Football Association, in common with other sports bodies, has also produced guidelines which it expects local clubs to have in place.

The following is a general policy statement developed by a Abermule (with) Llandyssil Community Council

**Policy Statement**

Councillors and users of the property owned by Abermule (with) Llandyssil Community Council have a duty to safeguard vulnerable users of the Property owned by the Council.  The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone.  All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.  Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

**Responsibility of the Council**

Abermule (with) Llandyssil Community Council will promote a safe environment by:

* ensuring that members and users are made aware of the Council' vulnerable persons policy;
* investigating any instances of concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person;
* taking prompt action to suspicions or allegations of abuse against a child.
* the management committee will endeavour to keep the premises safe for use by children and vulnerable adults. The council recognises that a higher standard of safety is required where use is made by small children and those who cannot read safety notices and physically disabled adults.

**Implementation**

All users booking the property owned by Abermule (with) Llandyssil Community Council will have their attention drawn to this policy and it will be published on the Abermule (with) Llandyssil Community Council website.  Abermule (with) Llandyssil Community Council will make copies available on request to individual members, any appropriate agencies, organisations and partners.

Organisations hiring the grounds for regular activities for children will be asked to show their Child Protection policy before the first booking commences.

Organisations hiring the grounds for regular activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection policy before the first booking commences.

In cases where a breach of the policy is reported to it, the Council, will take urgent steps to investigate the matter which may result in the cancellation of the current booking and refusal of future bookings.

The Council, will review the vulnerable persons' policy biennially and amend it as appropriate.

It would be helpful if the Millfields Amenity Land Trust could adopt a similar policy – which may need to be added to, to reflect any other considerations that the Trust considers important.

Other areas that need to be considered are:

* The use of parental consent forms for children involved in activities
* Appropriate photography and video policies and consent forms for parents for photographs to be taken of their children
* Ensuring that organisers of activities have proper accident procedures and report forms for accidents

**RECOMMENDATIONS**

* That the Council considers the adoption of a Safeguarding Children and Vulnerable Adults policy and procedure
* That the Millfields Amenity Land Trust adopts a Safeguarding Children and Vulnerable Adults policy and procedure

**APPENDICES: POLICIES AND PROCEDURES.**

GUIDELINES FROM THE FOOTBALL ASSOCIATION

ANTI-BULLYING POLICY AND PROCEDURES

Statement of Intent

Will be dealt with promptly and effectively.   
We are a TELLING club.   
This means that

**What is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

* Emotional being unfriendly, excluding (emotionally  and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
* Physical pushing, kicking, hitting, punching or any use of violence
* Racist racial taunts, graffiti, gestures
* Sexual unwanted physical contact or sexually  abusive comments
* Homophobic because of, or focussing on the  issue of sexuality
* Verbal name-calling, sarcasm, spreading  rumours, teasing

**Why is it Important to Respond to Bullying?**

* Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.  This club has a responsibility to respond promptly and effectively to issues of bullying.

**Objectives of this Policy**

* All club members, coaches, officials and parents should have an understanding of what bullying is
* All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
* All players and parents should know what the club policy is on bullying, and what they should do if bullying arises
* As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported
* Bullying will not be tolerated

**Signs and Indicators**

* A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

• says he or she is being bullied

• is unwilling to go to club sessions

• becomes withdrawn anxious, or lacking in confidence

• feels ill before training sessions

• comes home with clothes torn or training equipment damaged

• has possessions go “missing”

• asks for money or starts stealing money (to pay the bully)

• has unexplained cuts or bruises

• is frightened to say what’s wrong

• gives improbable excuses for any of the above

**In more extreme cases**

• starts stammering

• cries themselves to sleep at night or has nightmares

• becomes aggressive, disruptive or unreasonable

• is bullying other children or siblings

• stops eating

• attempts or threatens suicide or runs away. These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

**Let’s make football safe – not sorry**

Anti-Bullying Policy for Football Clubs

**Procedures**

1. Report bullying incidents to the Club Welfare Officer  or a member of the clubs committee or contact the County FA Welfare Officer.
2. In cases of serious bullying, the incidents will be  referred to the County FA Welfare Officer for advice  and possibly to The FA Case Management Team.
3. Parents should be informed and will be asked to  come in to a meeting to discuss the problem.
4. If necessary and appropriate, the police will  be consulted.
5. The bullying behaviour or threats of bullying must  be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies)  change their behaviour.
7. If mediation fails and the bullying is seen to continue  the club will initiate disciplinary action under the club constitution.

**Recommended club action**

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

**In the Case of Adults reported to be bullying anyone within the Club Under 18:**

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA’s Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children’s Services.

**Prevention**

1. The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
2. All club members and parents will sign to accept the constitution upon joining the club.
3. The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

www.anti-bullyingalliance.org.uk www.stoptextbully.com www.bullying.co.uk

We would like to thank the Amateur Swimming Association who have shared their Anti-Bullying Policy for Clubs on which this recommended FA Club Anti-Bullying Policy has been developed.

**NSPCC GUIDELINES FOR SPORTING ACTIVITIES**

**1. Code of Conduct for Young People**

*NAME OF SPORT/CLUB*

*name of sport/club*is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with ***name and position****.*

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of *name of sport/club*, you are expected to abide by the following junior code of practice:

children/young people are expected to***:***

* Be loyal and give their friends a second chance.
* Be friendly and particularly welcoming to new members.
* Be supportive and committed to other team members, offer comfort when required.
* Not get involved in inappropriate peer pressure and push others into something they do not want to do.
* Keep within the defined boundary of the playing/coaching area.
* Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
* Take care of equipment owned by the club.
* All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
* Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
* Refrain from bullying or persistent use of rough and dangerous play.
* Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
* Members must wear suitable kit – *list compulsory items*– for training and match sessions, as agreed with the coach/team manager.
* Members must pay any fees for training or events promptly.
* Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
* Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
* Show respect to other youth members/leaders and show team spirit.
* Keep themselves safe.
* Report inappropriate behaviour or risky situations for youth members.
* Play fairly and be trustworthy.
* Respect officials and accept decisions.
* Show appropriate loyalty and be gracious in defeat.
* Challenge or report the bullying of your peers.
* Respect opponents.
* Not cheat or be violent/aggressive.
* Not use violence.
* Make your club a **fun** place to be.

Children/Young People Have The Right To:

* Be safe and happy in their chosen activity.
* Be listened to.
* Be respected and treated fairly.
* Privacy.
* Enjoy your sport in a protective environment.
* Be referred to professional help if needed.
* Be protected from abuse by other member or outside sources.
* Participate on an equal basis, appropriate to their ability.
* Experience competition and the desire to win.
* Be believed.

Ask for help. Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club/sport. Parents will be informed at all stages. Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

**Signature of Young Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed name Young person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent/Guardian**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed name of Parent/Guardian**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Code of Conduct for Coaches/volunteers**

**\*\*The following is an example of a coach/volunteer Code of Conduct, but clubs should also contact their own governing body to ensure they incorporate their own specific guidelines.**

*NAME OF CLUB*

Coaches and volunteers involved in sport for young people have a great opportunity to be a positive role model and help build an individual’s confidence.

coaches/volunteers are expected to:

* Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
* Consider the wellbeing and safety of participants before the development of performance.
* Encourage and guide participants to accept responsibility for their own performance and behaviour.
* Treat all young people equally and ensure they feel valued. Have no favourites.
* Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
* Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
* Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
* Be positive, approachable and offer praise to promote the objectives of the club at all times.
* Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
* Report accidents or incidents of alleged abuse or poor practice to the designated person.
* Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
* Have access to telephone for immediate contact to emergency services if required.
* Foster team work to ensure the safety of youth members in their care.
* Ensure the rights and responsibilities of youth members are enforced.
* Not abuse members physically, emotionally or sexually.
* Maintain confidentiality about sensitive information.
* Respect and listen to the opinions of young people.
* Take time to explain coaching techniques to ensure they are clearly understood.
* Develop an appropriate working relationship with participants, based on mutual trust and respect.
* Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
* Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
* Never condone rule violations, rough play or the use of prohibited substances. Protect themselves from false accusation:
  + not spending excessive amounts of time alone with children away from others
  + never taking children to their home
  + not administering First Aid involving the removing of children’s clothing unless in the presence of others.
* Hold appropriate valid qualifications and insurance cover.
* Make the sport/activity **fun.**

coaches/volunteers have a right to:

* 1. Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
  2. Support in the reporting of suspected abuse.
  3. Access to professional support services.
  4. Fair and equitable treatment by the governing body/club.
  5. Be protected from abuse by children/youths, other adult members and parents.
  6. Not to be left vulnerable when working with children. Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport. Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

emergency action/first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures. This will include: Access to First Aid equipment Telephone contact if the participant is a minor Telephone contact to the Emergency Services

**Signature of Coach/Volunteer:**

**Printed name of Coach/Volunteer:**

**Date:**



**3. Standard Parental/Guardians Consent Form**



Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend for training and playing sessions.

|  |  |
| --- | --- |
| **Child’s Full Name:** |  |
| **Address** |  |
| **Home Tel No.** |  |
| **Age** |  |
| **Date of Birth** |  |
| **Gender:** | Male  Female |
| **Name of friend / relative attending** |  |
| **Emergency Tel No** | **1.  2.** |
| **If unavailable contact** | **Name Tel Relationship to child** |
| **GP/ Doctor’s Name** |  |
| **GP / Doctor’s Tel No** |  |
| **Details of any known special dietary requirement / allergies / medical conditions** |  |
| **Any other special needs, requirements, directions, that would be helpful for the coaches to know about** |  |

* I will inform the coaches of any important changes to my child’s health, medication or needs and also of any changes to our address or phone numbers given.
* In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.
* I have been made aware that *name of sport/club*have developed a Safeguarding policy & they are commitment to ensuring the safety of my child by having:
* A coaches code of conduct
* Clear recruitment policy which includes vetting all coaches & volunteers
* A transport policy
* A photography policy
* An anti-bulling policy
* Disciplinary procedures
* A designated person for child protection

Guidelines on confidentialityThe *name of sport/club*is committed to ensuring that any information gathered in relation to our youth teams meets the specific responsibilities as set out in the Data Protection Act 1998. The *name of sport/club*coach/development officer will store the above information on their youth teams data base for a maximum of 12 months before re-registering the player if still associated with the club. I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.

**Signature of Child** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent / Guardian**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return this form to the relevant Coach or Manager of your age group**

**4. Photography safeguards**

**Guidance on photographing and videoing children in sport**

Parents/carers often want to be able to celebrate the achievements of their children when taking part in sporting activities through taking photographs or videos. Sports organisations may also want to promote their activities to encourage increased participation. The Child Protection in Sport Unit does not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This briefing will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

**What are the potential concerns?**  
There have been concerns about the risks posed directly and indirectly to children and young people through the use of images (photographs and videos) on sports websites, social networks and other publications. Images can be used as a means of identifying children when associated with personal information e.g. this is X who lives at y; X is a member of the z sports club and likes a certain music group. This information can make a child vulnerable to an individual who may wish to contact and start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact in the off-line, ‘real’ world. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. Secondly the content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

Sporting organisations and clubs need to develop a policy in relation to the use of images of young athletes on their websites and in other publications. The organisation will need to make decisions about the type of images they consider suitable and that appropriately represent the club or sport, without putting children at increased risk. They will want to ensure that parents, young people and others understand and support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential for inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps the potential for misuse of images can be reduced.

**The CPSU advises sporting bodies to adopt the following principles:**

* The interests and welfare of children taking part in sporting activities is paramount
* Children and their parents/carers have a right to decide whether their images are taken, and how these  may be used
* Children and their parents/carers must provide written consent for their images to be taken and used
* Consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

**Easy rules to remember are:**

* Where possible do not include the name of a child whose image is being used.
* If naming a child or group of children in an image, only use their first names, as this will reduce the risk of  inappropriate, unsolicited attention from people within and outside the sport.
* Avoid the inclusion of other detailed information about individual children   
  1. Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child’s Permission Form is one way of achieving this.
  2. Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sports magazine, on a website, or on Facebook). Developing or adopting a Parental Permission Form is one way of achieving this. Ensure parents understand the nature of the potential risks associated with the intended use of the image/s.
  3. Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled)
  4. Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.
  5. Images should positively reflect young people’s involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
  6. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or, if poolside, waist or shoulder up.
  7. Create and publicise a procedure for reporting the abuse of images or the use of inappropriate images, to reduce the risks to children. Follow your organisation’s safeguarding procedures, ensuring both your sports safeguarding officer and Children’s Social Care and/or Police are informed.

**Guidelines for Use of Photographic Filming Equipment for Official Use at Sporting Events**

* + - Provide a clear brief about what is considered appropriate in terms of content and behaviour.
    - Issue the photographer with identification which must be worn at all times.
    - Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos).
    - At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on. Separate to the issue of consents for ‘identifying’ photographs/footage of individual participants (as above) parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents.
    - Do not allow unsupervised access to children or one to one photo sessions at events.
    - Do not approve/allow photo sessions outside the event or at a child’s home.
    - Children, parents and others should be informed that if they have concerns they can report these to the organiser.
    - Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
    - Clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.

**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 *(set number of days)* working days before the event.

**Students or amateur photographers/film/video operators**

Wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from

The club/educational establishment outlining their motive for attending the event and planned use of the material.

**Accreditation procedure**: a system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally they should be:

1. name and address of the person using the camera
2. names of subjects (if specific)
3. the reason or use the images are being or intended to be put to
4. signed declaration that the information provided is valid and that the images will only be used for the reasons given.  Ideally, identification details should be checked with the issuing authority prior to the event. On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.  A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home should not be approved/allowed.

**Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators at Sporting Events**

1. If parents/guardians or other spectators are intending to photograph or video at an event they should also be made aware of your organisation’s expectations.
2. Spectators should be asked to register at an event if they wish to use photographic equipment.
3. It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered.
4. **Public information**: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.
5. **The recommended wording is:** In line with the recommendation in the *Name of Governing Body* Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify the organisers The promoter 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 this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.\*
6. **At club sessions** There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact their Governing Body or (depending on the nature of the concerns) the police for further advice.

Clubs should include wording on their consent forms similar to the following;

***Name of club*** will follow the ***name of governing body*** guidance for the use of photographs and videoing for

training/coaching purposes, a copy of which is available from ***name of club web site or club official***)

***Name of club*** will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform ***name of club welfare officer*** (telephone number) and the ***name of governing body*** immediately. I consent to ***name of club*** photographing or videoing my child.

\* Adapted with permission from the Amateur Swimming Association (1999) Child Protection in Swimming

**Images of elite young athletes**

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Event organisers and sports governing bodies will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Organisers retain their duty of care to these athletes and a responsibility to safeguard them. In respect of some elite young athletes aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable.

It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied. It is important for the athletes, their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile.

Many sports governing bodies already provide information, guidance and support to help athletes manage the media, for example in planning for media interviews.

**(August 2012)**

**Sample consent form for the use of photographs or video (Parents and children).**

(Club or organisation) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The (Club or organisation) will follow the guidance for the use of photographs a copy of which is available from (insert name)

The (Club or organisation) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform (Club or organisation) immediately.

I (parent/carer) consent to (club/organisation) photographing or videoing (insert name)

Date:

I (insert name of child) consent to (Club or organisation) photographing or videoing my involvement in (sport)

Date: