

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Photos and video clips can be used to celebrate achievements, promote our activities and let people know that bit more about Stew Mel Lions and Rugby. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

PHOTOGRAPHS, FILM and VIDEO

Scope

- **Stew Mel Lions** will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, **Stew Mel Lions** has no power to prevent individuals photographing or filming in public places.
- **Stew Mel Lions** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

Notification

- Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in **rugby**. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) Promotional purposes e.g. website or publication.
- Materials promoting events will state, where relevant, that photography and filming will take place.
- Information about what to do if concerned about photographing and filming will be available at all events.

Permission

- Written consent will be obtained from the child's parents/carers before any photography or filming takes place.
- All actions by **Stew Mel Lions** will be based on the best interests of the child.

Use of Images and Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.

- Children must never be portrayed in a demeaning, tasteless or a provocative manner.
- Children should never be portrayed in a state of partial undress
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with the **Scottish Rugby Safe in Care** guidelines, where this is within the control of **Stew Mel Lions**.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

Concerns

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or the Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

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