



Hartwood Lawn Tennis Club Ltd

Photography and Filming of Children



Hartwood Lawn Tennis Club follows the guidelines set by the LTA for Photography and Filming of children

Guidelines for recording images

All children featured in recordings must be appropriately dressed, with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, i.e. a minimum of vest/shirt and shorts.

The photograph should ideally focus on the activity. Where possible, images of children/young people should be recorded in small groups - the group may comprise any combination of adults and children.

You should ensure that images of a young person are not recorded and published where a court order prohibits this. Any inappropriate use of photography or of images should be [reported to the LTA safeguarding team](#) or the police.

Policy on the use of images of children and young people (under the age of 18)

Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, tennis players and their parents/carers should be made aware that this forms part of the tennis programme, and recordings should be used, stored and destroyed with care.

Guidelines for publishing images

If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.

Ask for parental/carers permission to use an image of a young person - this ensures that parents/carers understand how the image of their child will be used to represent the sport.

In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming can limit problems, and provides an opportunity for any necessary editing. It is recommended that you employ appropriate security on web servers, so that material can only be accessed, copied or downloaded by authorised people.



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Make sure that you give adequate thought to the selection of images for use in publicity materials. Give close consideration to the images of children used on websites. Simple techniques such as digital 'watermarking' may deter others from misusing images.

Try to take photographs that represent the broad range of youngsters participating safely in tennis. Think about the gender, ethnicity, ability and age of the children you photograph and try to capture the diversity of the children you work with.

Photography and film at tennis events

The above guidelines also apply to all tennis events but in addition the coach / organiser must be asked in advance permission to take photographs

Any press attending a tennis event must be properly identified as a professional photographer and permission sought from parents to take photography

Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police, if the person involved continues to record images.

The following can be signed by a parent or Guardian to show that they have given permission

I give permission for _____ to be involved in any publicity, including photographs and TV footage, surrounding activities organised by Hartwood Lawn Tennis Club or their coaching provider(s).

Signed:

Relationship to child:

Date: