

## **Triathlon Ireland Photography and Filming Policy**

### **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 All previous procedures are superseded by this version with effect from *July 2019*.

**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 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 Policy**

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 our 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 prevent 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 Photographers**

TI approved photographers are professional photographers who are required to abide by the TI Safeguarding protocol by undergoing Garda Vetting/Access NI, signing a code of conduct and attending a Safeguard 1/Safeguarding Children and Young People in Sport course as part of their contract. All TI photographers are required to wear TI media vests so are easily identifiable. TI media photographers post their images to their own Flickr pages and provide the images to TI for use in the promotion of the sport.

### **Permission to take images**

When gaining permission Parents/guardians and Juniors should consent to both the taking and publication of films or photographs.

Permission for photography at events is gained through the following:

- General permission is gained through completion of TI membership where members agree to a waiver.

- Permission for photography in schools is sought using a [specific form](#).
- Permission for photography at club sessions is sought using the [Form 11: Club parental consent](#).
- Permission at events is sought using race sign in sheets and when signing up for a race through the TI website the [TI waiver](#) is agreed to.

Photographers, filming/video operators wishing to photograph or record an event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. They should request this at least 7 working days before the event. The race organiser can reserve the right to decline entry to any person unable to meet or abide by race safeguarding requirements. All photographers are required to sign in at an event and by doing so are agreeing to the TI volunteers code of conduct.

Photographers should provide information regarding the intended use of Photos and Film taken at events and contact information should there be a request for images to be removed at a later date.

### **Non-authorised taking of images**

If you are concerned about an individual taking images at an event this should be verbally reported to the relevant responsible person (Designated Person at an event or the TI National Childrens Officer). The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave. Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to also report non-authorised taking of images to the facility manager. It may be necessary to report the non-authorised taking of images to the appropriate statutory authorities.

### **Taking appropriate images**

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. The following guidelines should be followed.

- Taking images is banned in an area where people are changing or would expect their privacy to be recognised including changing rooms, changing villages, toilets and treatment rooms.
- Ensure the content of the photograph focuses on the sport of triathlon not on a particular child and the images taken of children are when they are in suitable dress/kit . Group photographs involving children are preferable to individual photographs. 'Action' shots of one child which capture the nature of the sport are acceptable.

- Images of children should not be taken where the pose is inappropriate e.g open legs, bending over, etc.
- If a photographer is taking pictures at a pool event then the juniors in the pictures should be fully immersed in the water.
- Photographers should not engage in photography sessions where they are alone with a junior.
- If in doubt about the suitability of a photograph do not photograph or delete the image.

### **Safe use of images**

Images can be taken for many uses such as promoting the sport, training purposes or personal images taken by parents/guardians.

**Personal images-** These can include images taken by parents or family members during a training session or event and may also include photos taken by an official photographer. If there are other children in these images parents/guardians and family members should not distribute these publicly without permission from the other children and their parent/guardian.

**Training images-** These are images or video taken during a session or event as a training aid. These should be taken by the athletes coach or nominated photographer and used only for this purpose. Storage, if necessary should be agreed between the parent/guardian, child and coach.

**Media images-** These are images taken by an individual from the media such as TV or newspaper.

**Official TI images-** These are images taken by the TI media team or contracted TI photographers who have undergone Safeguarding protocol. These images are used in the promotion of the sport within the context of this policy.

### **Safe use on Social media**

Images of junior athletes posted on club social media pages should be done so with the permission of the parents/guardians.

When posting or publishing a picture photographers should not include any personal details about the child, including name, school or address or any other identifying information.

Images should be of an appropriate nature and in keeping with this policy guidelines.

### **Storage of images**

If Storage is required the images must only be stored for the length of time for which they are needed. Once images are no longer required they must be destroyed.

- TI store all photos in a secure google drive folder.
- TI photographers store images on their Flickr account.
- If a club or event are using a photographer or taking pictures they will need to clarify issues of ownership, retention and access (by event staff and participants/parents) to the images.

- Reprints of photos of Juniors may only be released to parents/guardians of the child.

### **Reporting Inappropriate images**

Where there is a concern about inappropriate images being posted or used this should be reported to the parent/guardian where known and the statutory authorities. This is a breach of the TI code of conduct.

### **General Guidelines for Parents/Guardians at junior events**

- While taking photographs of their own children is fine, parents should respect other young people's privacy.
- 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/tagged on website or social media.
- If Juniors are wearing numbers and the corresponding results list is published then the photos should not be posted.
- If in doubt regarding the suitability of a picture consult with the club Children's Officer or Designated Safeguarding Lead at the event OR delete the photograph.
- Do not post pictures of Children on Social media without getting the permission of the parent and the child.

### **Inappropriate use of images**

Where there is a concern about the use of images this should be reported to the responsible person (Designated Person at an event of TI National Childrens Officer) who will take appropriate action.

This will include reporting the alleged use to:

- The parent/carer of any young person involved.
- The person responsible for posting the image.
- The media platform i.e. Twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities. Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/ disciplinary procedure against those involved in. Where there is a concern about the publication of an image in local or national newspapers you should contact the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman – website <http://www.presscouncil.ie>

TI Contact: [safeguarding@triathlonireland.com](mailto:safeguarding@triathlonireland.com)

### **Forms**

[TI Wavier for events](#)

[Form 11 - waiver for clubs](#)

[Schools photography waiver](#)

### **Links to relevant Policies**

[Triathlon Ireland Reporting Procedures](#)

[Triathlon Ireland Social media policy for coaches](#)

[Triathlon Ireland Social media policy for clubs](#)