



## Harpenden Colts FC

### Photo and Video Policy

[January 2021]

The FA (and the Club) encourages the taking of appropriate images of children in football by parents, carers, coaches, spectators, players and local media. This policy highlights the potential risks involved and the procedures, guidelines and rules which apply at the Club.

#### 1 POTENTIAL RISKS

- 1.1 The FA has developed guidance to help avoid the following:
  - 1.1.1 The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites).
  - 1.1.2 The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'
  - 1.1.3 The identification and locating of children in inappropriate circumstances which include: (i) where a child has been removed from his/her family for their own safety; (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases; (iii) in situations where a child may be a witness in criminal proceedings; or (iv) other safeguarding children concerns.
- 1.2 It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

#### 2 CONSIDERATIONS TO ENSURE EVERYONE'S SAFETY

- 2.1 The Club shall only permit video or audio clips of football activity (training or matches) to be published with the prior approval of the relevant Squad or Year Group Lead or the Club's Welfare Team.
  - 2.2 The Club shall adhere to the following considerations which shall, where applicable, also apply to any adults wishing to photograph or film Colts activity:
    - 2.2.1 share The FA's guidance on taking images with all parents, carers and members;
    - 2.2.2 ensure the Club has parental consent to use a player's image if it is to be used in the public domain e.g. Club website or newspaper article. This is essential in relation to point 3 below;
    - 2.2.3 ensure that any child in the Club who is under care proceedings is protected, by ensuring that their image is not placed in the public domain. This will typically be done using a consent question in the yearly registration process, so that parents/carers can identify whether this applies to children in their care;
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## HARPENDEN COLTS FC – PHOTO AND VIDEO POLICY

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- 2.2.4 focus on the activity rather than the individual;
  - 2.2.5 ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts);
  - 2.2.6 aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.
- 2.3 The following actions are not permitted, whether by the Club or its volunteers or any players, parents/carers or any other persons in relation to football activity at the Club:
- 2.3.1 publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used;
  - 2.3.2 use player profiles with pictures and detailed personal information on websites;
  - 2.3.3 use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture; or
  - 2.3.4 allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.

### 3 FILMING AS A COACHING AID

- 3.1 The FA advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos.
- 3.2 The Club is keen to support students to gain the video evidence they need on connection with GCSE or A-level courses. Anyone who wish to film and record a player at Colts training or at a matches for this expressed purpose, must seek consent from the applicable Squad Lead (or alternatively from the Club Welfare Team) who will make other relevant parties aware (including other players, parents and coaches). Footage must not be posted on social media, placed in the public domain or be accompanied with identifying personal information so a third party can identify a child who is not the subject of the video. Video or recordings should be transferred and stored securely.

### 4 IF YOU ARE CONCERNED ABOUT THE INAPPROPRIATE USE OF IMAGES

- 4.1 Please report this to the Club's Welfare Officer (on [childwelfare@harpedencolts.com](mailto:childwelfare@harpedencolts.com)) or to The FA Case Manager (contact details provided below).

### 5 POINTS TO NOTE

- 5.1 It's not an offence to take appropriate photographs in a public place even if asked not to do so.
- 5.2 No one has the right to decide who can and cannot take images on public land.
- 5.3 If you have serious concerns about a possible child protection issue relating to the



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## HARPENDEN COLTS FC – PHOTO AND VIDEO POLICY

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recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.

- 5.4 The land or facility owner can decide whether or not photography and or videoing at football activities will be permitted when carried out on private land. However, you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave.
- 5.5 Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

### **6 TO REPORT POTENTIALLY UNLAWFUL MATERIALS ON THE INTERNET PLEASE CONTACT:**

- 6.1 The Internet Watch Foundation
  - 6.1.1 Email: [report@iwf.org.uk](mailto:report@iwf.org.uk)
  - 6.1.2 Telephone: 01223 237700
  - 6.1.3 Fax the hotline: 01223 235921
  - 6.1.4 [www.iwf.org.uk](http://www.iwf.org.uk)
- 6.2 The FA's Case Management Team
  - 6.2.1 Email: [case.management@TheFA.com](mailto:case.management@TheFA.com)
  - 6.2.2 Telephone: 0207 745 4787