



# BTTC Photography and Filming Policy

This policy covers young people under 18 years old and adults at risk of harm. The term “photograph” in this policy also covers images recorded as videos and the use of smartphones

## **Guiding principle**

The guiding, overarching principle is that due care must be taken over the physical and emotional welfare and dignity of young people under 18 and adults at risk of harm.

The level of care required will depend on all the relevant circumstances, including the unique profile of the young person or adult at risk, the nature of the contribution and their level of participation.

A person's resilience and vulnerability can vary significantly depending on factors such as their age, gender, maturity, cultural, ethnic and religious background as well as their previous and current life experiences.

## **Why it matters**

Risks are posed directly and indirectly to children and young people through the use of photographs in publications and on sports websites. Photographs can be adapted for inappropriate use.

## **Guidelines for recording images**

- All children featured in photographs must be appropriately dressed, with outer clothing garments covering their torso from at least the bottom of their necks to their thighs, i.e. a minimum of vest/t-shirt and shorts
- The photograph should ideally focus on the activity, not the child
- Ensure images of a young person are not recorded and published where a court order prohibits this
- Any inappropriate use of photographs will be reported to a Child Protection officer or the police

## **Guidelines for publishing images**

- BTTC will obtain the parent/carer's permission to use an image of a young person
- BTTC will ensure that parents/carers understand how the image of their child will be used to represent the sport
- BTTC will give adequate thought to the selection of images for use in publicity materials
- BTTC will give close consideration to the images of children used on websites
- BTTC will ensure that photographs represent a broad range of players participating safely in table tennis
- BTTC will ensure that the photographs of children capture the diversity of the children BTTC work with regarding their gender, ethnicity, ability and age

## **Photography and filming at table tennis events**

BTTC has a duty of care to ensure this risk is minimised. By following the guidelines below BTTC will be taking a significant step towards this goal.

- When commissioning professional photographers or inviting the press to a table tennis event, BTTC will ensure they are made clear about our expectations of them in relation to child protection and what is considered appropriate in terms of content and behavior
- BTTC will not permit unsupervised access to players or one-to-one photo sessions
- BTTC will not allow photo sessions outside the event or at a player's home

Filming, interviews etc with individuals who may be considered "doubly vulnerable" such as migrants, refugees, asylum seekers etc.

In such cases, there are more complex ethical issues to be considered, and the central ethical approach used at BTTC is based on the principle of "doing no harm" since it is possible that individuals have experiences that are actively kept "invisible" and which may have been traumatising or stigmatising or which they may not wish to share more widely or within their own social/friendship networks.

## **General principles :**

At BTTC we aim to -

- treat participants with care and sensitivity
- be objective and transparent
- avoid ethnocentrism: show respect for their ethnicity, language, religion, gender and sexual orientation

- rigorously safeguard the dignity, wellbeing, autonomy, safety and security of participants and their family and friends
- respect their values and right to make their own decisions
- not create unjustified expectations that the activity might improve their situation.
- in some cases where there may be barriers with language or understanding, we try to find a cultural insider who might be a useful inclusion in the process.

**It is our policy to:**

- offer as much flexibility as possible when organising the location and conduct of any interaction so that they feel comfortable and empowered to participate on their own terms
- ensure that any interviews take place in somewhere convenient to the participant and official looking spaces should be avoided
- make it clear that participants may withdraw or decline participation at any time
- the offer of anonymity is explained clearly, stressing the independence of the activity from authority
- verbal ( or written) informed consent should be obtained before the activity and also written informed consent should be provided at the end once the individual knows and can reflect on what they shared
- any data will be safeguarded within and after the activity. No official identification data ( eg Home Office numbers) will be recorded and participants may choose their own pseudonyms if they wish
- in the event of any disclosure of concern, it should be referred immediately to the BTTC safeguarding lead and when necessary they will direct participants to appropriate support services.
- any requests for sensitive material to be redacted should be granted and this should provide the opportunity to form a debriefing as a closedown to the activity and help their transition to their everyday life.