



# PHOTOGRAPHY & FILMING

## Safeguarding Children in Images

### Document Details

<b>Version</b>	1.2 — January 2026
<b>Approved By</b>	Operations Manager, Padelstars
<b>Applies To</b>	All staff, coaches, volunteers, players, parents/carers
<b>Next Review</b>	January 2027

## PURPOSE & SCOPE

Padelstars strives to ensure that all children (anyone under 18) and adults at risk are safeguarded and have an enjoyable padel experience. The purpose of this policy is to:

- Protect children who take part in Padelstars' activities and events where photographs/videos may be taken.
- Set out the overarching principles that guide our approach to photographs/videos of children.
- Ensure we operate within the law when creating, using and sharing photographs/videos of children.

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with Padelstars.

## OUR PRINCIPLES

We recognise that:

- Sharing photographs/videos can celebrate achievements and raise awareness of our venue.
- The welfare of children taking part in our activities is paramount.
- Children and their parents/carers have the right to decide whether their photograph/video is taken and how these may be used.
- Consent is only meaningful when children and parents/carers understand how images will be used, stored, and the potential risks involved.
- There are potential risks associated with sharing photographs/videos of children online.

## RISKS OF SHARING ONLINE

**Sharing photographs/videos of children on social media or online platforms carries potential risks.**

- Children may become vulnerable to grooming if images are shared alongside identifiable information (personal details, location tags, school/venue uniform).
- Inappropriate photographs/videos may be shared online.
- Photographs/videos may be copied, downloaded, screenshotted or shared by anyone.
- Images may be adapted and used inappropriately.
- Photographs/videos may appear in internet search results.
- Depending on platform terms and conditions, images may be owned by the platform and licensed for commercial use.

## HOW WE KEEP CHILDREN SAFE

- Always ask for written consent from a child and their parents/carers before taking and using photographs/videos.

- Explain what photographs/videos will be used for, how they will be stored and what potential risks are associated with sharing them.
- If consent is withdrawn, take reasonable steps to remove photographs/videos from public view.
- Only use first names of children unless it's considered necessary (e.g. elite/high-profile players), it's in the child's best interests, or the child and parent have consented and are aware of potential risks.
- Never publish personal information about children.
- Ensure children and parents/carers understand how photographs/videos will be securely stored and for how long.
- Only use photographs/videos of children in appropriate clothing.
- Avoid photographs/videos and camera angles that may be prone to misinterpretation or misuse.
- Use photographs/videos that positively reflect children's involvement in the activity.

## PHOTOGRAPHY FOR PERSONAL USE

Parents/carers are permitted to photograph or video their own child's participation for personal, non-commercial use. Please be mindful of other children in the background and ensure they are not identifiable where possible.

**Images of children must not be posted on social media without the express consent of their parents/carers.**

## OFFICIAL & EXTERNAL PHOTOGRAPHY

Any individual wishing to photograph or film children at our events must provide, in advance:

- The reason for taking photographs/videos and what they will be used for.
- A signed declaration that the information provided is valid and images will only be used for stated purposes.

We will verify these details, decide whether to grant permission, ensure children and parents/carers have given consent, and ensure external photographers are clearly identifiable on the day.

## STORING PHOTOGRAPHS & VIDEOS

- Photographs/videos will be stored securely in accordance with data protection law.
- Hard copies will be kept in a locked drawer; electronic files in a password-protected folder with restricted access.
- Personal devices will not automatically upload photographs/videos to cloud services.
- Images will not be stored on unencrypted portable equipment (laptops, memory sticks, mobile phones).
- Photographs/videos will be deleted after use and not repurposed.
- Images will not be retained longer than the period for which consent was given.

## CONCERNS

If we become concerned that someone is taking photographs or videos without the necessary consent, we reserve the right to ask them to delete the images and may ask them to leave the venue. Depending on the nature of the concern, our safeguarding procedures will be followed.

If we believe inappropriate photographs or videos have been taken, this will be reported to the Welfare Officer and LTA Safeguarding Team. It may also be necessary to report this to the police.