

# Rugby St Andrews Minis & Juniors Photography Policy

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**Objective: Ensure all children are not put at risk if photos are taken during games, events and presentations on behalf of Rugby St Andrews RFC**

The following process must ensue before any photo's are considered for publication or distribution on behalf of the St Andrews RFU.

1. All photos' must be presented to the M & J Committee and must include as a minimum the Chair, Vice Chair and the Club Safeguarding Officer. The following will be considered
2. Where possible the club will not include the name of a child whose image is being used.
3. If naming a child or group of children in an image, only their first names will be used, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
4. Avoid the inclusion of other detailed information about individual children
5. Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.
6. Obtain parental permission to use an image of a young person and complete a parent's consent form. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport.
7. The Club will ensure parents understand the nature of the potential risks associated with the intended use of the image/s.
8. Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled)
9. Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use.
10. Images will only reflect positively young people's involvement in the activity and promote the best aspects of the sport.
11. Follow the Clubs safeguarding procedures, ensuring all concerned are aware of the Clubs intent and should any inappropriate activity occur the Club Safeguarding Officer and Police will be informed.

Signed : *Lorraine Marston* -

Club Safeguarding Office