



Media Policy

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1. Introduction

This policy provides guidance on taking and using appropriate images at Kingston Fencing Club (“the Club”). This policy is not about preventing parents/guardians and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so and that the wishes of those who do not want to have pictures are abided by. This policy is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images.

The safety of the child or adult at risk is paramount, and in this we need to create safe secure environments in which our young fencers and adults at risk can train, compete and socialise.

Although rare, there are risks of abuse arising from the misuse of imagery. These risks include:

- The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- The identification of a child when an image is accompanied by significant personal information
- The identification and location of children from images where there are safeguarding concerns. For example, when a child:
 - has been removed from their family for their own safety
 - has restrictions on their contact with one parent following a parental separation
 - is a witness in criminal proceedings

The terms “Media” and “Images” refer to all photographic media whether still or video, digital or film.

2. Consent for Media

If the child is under 16, consent must be obtained from a parent/carer. Permission for fencers/parents/guardians to take images is granted by accepting the Media Consent option on the clubs membership system. For non-members booking courses permission is granted with the Media Consent option on the payment page. By ticking the Media Consent box you are giving consent for use of photographs and/or video to be used on the clubs website and social media pages. The permission granted is for personal use only under the terms of this policy, and no commercial photography is permitted under this license. The Club will not distribute or sell images to the third party and images are only used form the promotion of the club.

Third party photographers, videographers or other organisations employed to take images must seek permission from event organisers or the club committee, providing photographic identification. Permission for press and/or commercial photography/videography must be sought prior to the event from the Welfare Officer.

The club also requests consent for children under 18 for reasons of applying a consistent approach for all Junior members.

2.1 Withdrawal of Consent and/or Removal of Media

Members (or former members) can withdraw consent by contact the club using the contact form on the website. The request will be directed to the club’s media officer who will remove all requested media from the clubs website and social media accounts.

Please note that although the club will remove all media posted on the website and social media platforms if requested, parents/guardians need to be aware that once an image is in the public domain the club may not be able to remove images if they have been copied to platforms that are outside the control of the club.

2.2 Communication of Consent

If children, parents and/or carers do not consent to photographs or video being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

We recommend that parents/guardians of members must communicate to all people taking any photographs or video that their child is not to be included in any media. All people taking media should abide by the parents/guardians wishes and then not take photographs or vide while that child is participating in the fencing activity. This approach allows the child to participate fully without feeling excluded or isolated.

3. Prohibited Media

Taking images using any type of equipment is banned in an area where people are changing or would normally have a reasonable expectation of privacy. Examples of such areas would include:

- Changing rooms
- Individual changing/private cubicles
- Toilets
- Medical/physio treatment rooms
- Any enclosed spaces such as the equipment storeroom.

Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm.

4. Acceptable Media

Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development.

Types of images and appropriate use:

- **Personal images** – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.
- **Training images** – these are images or footage taken during a training session or during an event specifically to aid in the development of a skill or technique. We expect these images to be taken by a qualified coach or a person specifically appointed by the coach or the clubs committee. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.
- **Media images** – these are images taken by an individual from the media, i.e. TV, newspaper or professional photographer where the images are to be used for publicity or promotion of the event or future events.
- **Administration images** – these are images taken for general administration purposes; including images used for membership cards, competition entries, images for British Fencing or the club's website or social media pages.

5. Use of Images on Social Media

Where images of young fencers are used on social media (Facebook, TikTok, Instagram, YouTube, etc), the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- Children will not be named in full – first name will suffice. Should their full name be used at any stage, permission will be sought by parents/guardians.
- No child shall be photographed and named under that photograph if they are the only fencer photographed.
- Captions should be in keeping with the sport represented
- The posting and any purpose should not breach the clubs Safeguarding Policy
- The type of image should not breach guidance in this policy

6. References

[Kingston Fencing Club Safeguarding Policy](#)

[British Fencing Media Policy](#)