

Photography and Filming Policy

PURPOSE AND SCOPE

CourtFit is committed to ensuring that all children (anyone under 18) and adults at risk are safeguarded from harm and have a positive, safe experience in all sessions, events, and activities.

The purpose of this policy is to:

- protect children who take part in CourtFit activities where photographs and videos may be taken
- set out the principles guiding the use of photography and filming
- ensure CourtFit operates in line with safeguarding standards, data protection laws, and best practice

This policy applies to all coaches, staff, volunteers, players, parents/carers, contractors, and anyone involved in CourtFit activities.

WE RECOGNISE THAT:

- Photography and video can celebrate achievements, support coaching, and promote CourtFit
- The welfare of children is always the priority
- Children and their parents/carers have the right to decide whether images/videos are taken and how they are used
- Consent must be informed, clear, and freely given
- There are risks associated with sharing images/videos online

RISKS OF SHARING IMAGES ONLINE

Sharing images/videos may expose children to risks such as:

- Identification leading to unwanted contact or grooming
- Images being copied, altered, or shared without consent
- Misuse or inappropriate use of images
- Long-term digital footprint affecting a child's public identity
- Platforms potentially owning or reusing uploaded content

HOW WE KEEP CHILDREN SAFE

CourtFit will:

- obtain written consent from parents/carers (and children where appropriate) before taking or using images/videos
- clearly explain how images/videos will be used, stored, and shared
- respect any withdrawal of consent and remove content where reasonably possible
- only use first names unless explicit consent is given
- never publish personal or sensitive information
- use images that are appropriate, respectful, and represent participants positively
- avoid images that could be misinterpreted or misused
- use CourtFit-owned devices where possible
- ensure any use of personal devices is justified and monitored
- make all staff and participants aware of expectations around photography

Children will never be excluded from activities if consent is not given.

PERSONAL PHOTOGRAPHY (PARENTS / SPECTATORS)

CourtFit allows personal photography under the following conditions:

- parents/carers may take images of their own child
- images should not be shared publicly without considering privacy risks
- individuals should respect others' wishes if they do not want to be included
- concerns about photography should be reported to a coach or safeguarding lead

For specific events, CourtFit will communicate any additional restrictions in advance.

PROFESSIONAL PHOTOGRAPHY / COURTFIT CONTENT

If CourtFit engages a photographer or videographer, we will:

- ensure appropriate vetting and safeguarding checks where required
- provide clear guidance on acceptable conduct and content
- ensure they are identifiable at all times
- obtain consent for close-up or identifiable images
- ensure they avoid photographing individuals without consent
- restrict access to children (no unsupervised interaction)
- prohibit photography in private areas (e.g. changing rooms)

*At some events, wide-angle and general photographs/videos of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such photographs/videos. In these circumstances, we will make clear to all participants and parents that these kinds of photographs/videos will be taken, and for what purposes.

EXTERNAL MEDIA / COMMERCIAL USE

Any third-party photographer, media outlet, or commercial partner must:

- request permission in advance
- provide details of intended use
- obtain appropriate consent
- follow CourtFit safeguarding standards

CourtFit reserves the right to refuse or withdraw permission.

CONCERNS

If concerns arise about photography or filming:

- individuals may be asked to stop and delete images
- serious concerns will be reported to the CourtFit's Welfare officer and LTA Safeguarding Team
- where necessary, concerns may be escalated to governing bodies or police

STORAGE AND DATA PROTECTION

CourtFit will:

- store images/videos securely in line with data protection laws
- restrict access to authorised individuals only
- avoid storing images on unsecured or personal devices
- delete images when no longer required or when consent expires
- clearly state retention periods when obtaining consent

RELATED POLICIES

This policy should be read alongside our policies and procedures, including:

- Anti-Bullying
- Code of conduct
- Diversity and inclusion
- Online safety and communication
- Use of changing rooms
- Safeguarding policy
- Safeguarding at events, activities and competitions

This policy will be reviewed every three years or sooner if legislation or guidance changes.

Last reviewed April 2026

Chairperson: James Elston

Date: 17/04/2026

Welfare Officer: Lotte Odegaard

Date: 17/04/2026