

Filming and Photography Policy

Definitions

Event: may include competition, training session, social function or any activity organised at any level of Swim Ireland

Image: refers to all photographic and film/video footage.

Responsible person: may include the children's officer, head coach, event manager, event controller or facility manager at an event

Young people: refers to all people U18; whilst this policy is designed to minimise risk to U18's this guidance should be used to minimise risks for all athletes of any age.

Permission to take images

Permission is sought by the club, region and Swim Ireland to ensure that young people and parents/guardians are aware of when and how their images may be used. Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means – an individual permission form is provided in Appendix 1
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form. The wording used on the individual form in Appendix 1 should be included.

For third party photographers, film/videographers or other organisations employed to take images each person must complete the Self-Declaration Form, provided in Appendix 2. For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity. A template Registration Form is provided in Appendix 3.

Announcement at events regarding taking and the use of images

The club/region/Swim Ireland should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

"All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity.

If a company/person has been authorised by completing the Self Declaration Form the following should be included in the announcement:

(Name of company) has been authorised to take photographs of individuals in accordance with Swim Ireland policy."

Taking images in certain environments

Swim Ireland members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought. In certain cases it may be an offence to take such images.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:



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Appendix 1

Individual Permission Form for taking or use of images

_____ (insert Club/Region/Swim Ireland) request permission to photograph and/or record video footage _____ (event/activity).

Photographs/videos will be taken by an appropriate person appointed to do so by _____ (insert Club/Region/Swim Ireland). Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the Swim Ireland Safeguarding Children Policies and Procedures. No child/young person will be identified individually in any published image or film footage.

Consent

I confirm that I give permission to be filmed and/or photographed for the event described above. Any photographs and/or part of the video may be used in accordance with the Swim Ireland Filming and Photography Policy.

Athlete's name: _____ Membership no. _____
(Print name)

Athlete's signature: _____ Date: _____

If athlete is under 18 the parent/guardian must also sign to give consent:

I confirm that I give permission for my child to be filmed and/or photographed and confirm I am the legal parent/guardian of the above named young person.

Parent/Guardian's name: _____
(Print name)

Parent/Guardian's signature: _____ Date: _____

Notes

This permission will remain valid until _____ (insert date)