



# RRC Social Media, Photo and Video Guidance

## Safeguarding

### Online Safety – Photography, Videography and Social Media Guidance

Sporting activities can play a big part in the lives of many young people and their families. Understandably achievements and special moments will be celebrated and documented by all of those involved. In some instances, it will also be helpful and appropriate to use photographs or videos as a tool to support skills and development.

However, we should always consider and be mindful of child protection and safeguarding risks attached to taking photographs and videos during an event and how this content will be shared and used. Ross Rowing Club must ensure that the use of photography and videos complies with their duty of care towards protecting children and young people's personal data.

Potential risks can be minimised which will be outlined in this guidance document.

### Videos and Photography

Use of social media and taking photographs is largely a positive tool for promotion of rowing and recording of adult and children's participation and enjoyment of the sport. However, there are risks associated and a few key principles should be followed.

#### *Potential Risks*

- There is a greater risk of children and young people being identified when a photograph/video is shared including personal information (full name, address, school etc). This information could be used by individuals looking to locate, contact or groom a child
- Some children may be placed in local authority care, adoptive/foster family in which case it would be potentially dangerous to share information which would identify them
- Inappropriate photos of videos being taken in private situations (e.g. changing rooms, toilet facilities)
- Children and young persons under 18 could be reading content or inappropriate posts, e.g. of a racist, or sexist nature
- There is no guarantee that any images/videos shared privately online will not be re-shared on another public domain
- It is hard to enforce best practice in a public place where you cannot control who will take and share videos or photographs
- Some adults will prefer not to be photographed or on video.

#### *Best Practice*

- Parental/guardian consent should always be sought for children under the age of 18. Ideally at the start of the season stating how photos/videos will be used, shared and stored (see example consent form on page 4)
- If parental/guardian consent is expressly not given the club should manage sensitively so the child does not feel excluded
- Never share personal information alongside an image which would identify a child or young person (full name, age, school etc)
- Children should always be pictured in suitable kit with the focus being on the sporting activity rather than the child or young person
- Images must not be inappropriate or of a sexual or exploitative nature
- Children should be featured as a team rather than individually
- Share the relevant guidance with your club members and lead by example. If photographs/videos are being taken in a public place (e.g. a park) this is very hard to police and to enforce



# RRC Social Media, Photo and Video Guidance

- Store images and videos securely
- Ask adults before using video or taking photos for publicity purposes or as a coaching tool.
- Members, parents and volunteers must not use any Ross Rowing Club logo or other copyright material that infers official representation or endorsement regarding club matters. This includes creating and managing 'break-away' WhatsApp, Instagram & Facebook Groups that stem from or associated with Ross Rowing Club.

## Social Media Guidance

Ross Rowing Club must ensure there is nothing on its website or other social media platforms which could harm a child, directly or indirectly. The club is legally and morally responsible for its online content. As part of using the internet and social media, members will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour
- When using social media platforms (including Facebook, Twitter and Instagram), ensure that the club adheres to relevant legislation and good practice guidelines

## Managing online presence

Ross Rowing Club should adhere to the following guidelines:

- All social media accounts will be password-protected, and at least 2 club committee members will have access to each account and password
- The accounts will be monitored by a designated person who will seek advice from the Club Welfare Officer on safeguarding requirements
- Inappropriate posts (i.e. of a sexist or racist nature) by children, volunteers, members, or employees must be removed
- Identifying details such as a child's home address, school name or telephone number must not be posted on social media platforms
- Clubs will make sure children and young people are aware of who manages the social media accounts and who to contact if they have any concerns about the running of the account
- Parents must be asked for permission for photographs or videos of their child to be posted on social media via the consent form (Page 4)

## What we expect of coaches and volunteers

- Coaches, members, employees and volunteers should seek advice from the club Welfare Officer if they have any concerns about the use of the internet or social media
- Coaches, members, employees and volunteers should not 'friend' or 'follow'; children or young people under 18 from personal accounts on social media
- Coaches, members, employees and volunteers must ensure any content posted is accurate and appropriate
- Coaches, members, employees and volunteers must not communicate with young people via personal accounts or private messages
- Any disclosures of abuse reported through social media should be dealt with in the same way as face-to-face disclosure, according to club reporting procedures
- Coaches, members, employees, volunteers and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing
- The Club should make children and young people aware of social media policy



# RRC Social Media, Photo and Video Guidance

## Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), clubs will take the following precautions to ensure young people's safety:

- Coaches, members, employees and volunteers will avoid having children's or young people's personal mobile numbers and seek contact through a parent or guardian
- Copies of texts also be made available to the club's Welfare Officer or to parents
- Spond will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- If a young person misinterprets such communication and tries to engage a staff member or volunteer in conversation, the member of staff or volunteer will take the following steps:
  - End the conversation or stop replying
  - Suggest discussing the subject further at the next practice or event
  - If concerned about the child or young person, provide details for the club's Welfare Officer or appropriate agencies

## Use of other digital devices and programmes

These principles apply no matter which current or future technology is used. If any digital devices are used as part of activities within the club establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm.

## Further information for parents and carers on keeping children safe online

The following websites provide information for organisations and parents about online safety to help them protect their children from harm:

- ✓ Internet Matters - <https://www.internetmatters.org>
- ✓ Child Exploitation and Online Protection Centre (CEOP) – [www.ceop.police.uk](http://www.ceop.police.uk)
- ✓ Childnet – [www.childnet.com](http://www.childnet.com)
- ✓ The UK Safer Internet Centre – [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

## Useful Links

British Rowing Social Media Policy:

<https://www.britishrowing.org/wp-content/uploads/2021/09/Online-Safety-2020-October-Clean-2021.pdf>

British Rowing Welfare Guidance:

<https://www.britishrowing.org/upload/files/Association/Welfare/BritishRowingSPCG31.pdf>



# Ross Rowing Club

## Photography and Filming Consent

In order to publicise the activities and achievements of Ross Rowing Club, we like to use photographs and videos of rowing activities. We need written permission for under 18's to appear directly or indirectly in these photographs/videos. We also use photographs for our social media pages and our website. We also use video analysis as a useful training tool for coaches.

### Video

I **give / do not give**\* permission for my child being filmed for the purposes of video analysis by coaches

I **give / do not give**\* permission for my child being filmed to be used to promote RRC on social media platforms, e.g. Facebook, Twitter, Instagram, X

### Photography

I **give / do not give**\* permission for my child to be in photographs that may be taken by the club for the purpose of publicity on the club website

I **give / do not give**\* permission for photographs to be used to promote Ross Rowing Club on social media

(\* Cross through that which does not apply)

Name of junior \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_

Signed by parent/guardian \_\_\_\_\_

Date \_\_\_\_\_