



Appendix 5: GLTC Policy for Filming and Photography

1. Purpose

This policy aims to ensure that all filming and photography at club events and activities are conducted safely, respectfully, and in line with Tennis Ireland's safeguarding standards for children and young people.

2. Permission to Take Images

- Permission must be obtained from parents/guardians and young people before any images are taken.
- Consent can be general (via membership/competition entry forms) or specific (for a particular event). GLTC requests this approval during the annual subscription renewal process.
- Anyone wishing to use photographic devices at events must register their device with the organiser and provide photographic identification.

3. Announcements at Events

At the start and during events, the following announcement should be made: "All persons wishing to take photographs or film footage at this event must first register their device with GLTC. Please note photographic identification will be required as proof of identity."

4. Prohibited Environments

No images may be taken in areas where privacy is expected, including:

- Changing rooms
- Open changing areas
- Private cubicles
- Toilets
- Medical/physio treatment rooms
- Taking images in these areas is strictly forbidden, regardless of consent.

5. Types of Appropriate Images

Only appropriate images of children should be used:

- Posed images (e.g., trophy ceremonies, team shots) where young people are appropriately dressed.
- Action shots focusing on participation, not the individual.
- Inappropriate poses (e.g., open legs, bending over from behind) must never be captured or published.

6. Safe Use and Storage of Images

- Personal images (by parents/guardians) are for private use and should not be distributed publicly.
- Training images (for skill development) should be taken by a qualified coach and not shared outside this context.
- Media images (for publicity) require prior consent.
- Administrative images (e.g. for membership cards) must be stored securely.
- Images must only be stored for as long as needed and destroyed securely when no longer required.
- Avoid using names or identifying features with images whenever possible.

7. Use on Social Media

- No personal details of a young person should be included with images.
- Captions must be appropriate and in keeping with the sport.
- Posting images must not breach the club's code of conduct or this policy.
- Parental and child permission is required before posting images or videos online.
- Social media settings should prevent children from being individually tagged.

8. Flash Photography

- Flash photography is prohibited where it may affect performance or cause harm to young people.

9. Inappropriate or Non-Authorised Images

- Any concerns about inappropriate images or non-authorised photography must be reported to the responsible person, who will refer to statutory authorities if necessary.
- If a person refuses to register their device, they should be asked to leave the event.
- In open public facilities, report non-authorised photography to the facility manager.

10. Professional Photographers/Media

- Must be briefed on appropriate content and behaviour.
- Issued with identification to be worn at all times.
- Not allowed unsupervised access to children or one-to-one photo sessions.
- No photo sessions outside the activity or at a child's home.

11. CCTV

- GLTC use CCTV must be aware of blind spots, who has access, and the facility's policy for dealing with incidents.
- CCTV does not replace the need for vigilance and proper supervision.