



Photography and Filming Policy

Introduction

Putney Lawn Tennis Club recognizes the importance of capturing special moments during events and activities. However, we are committed to ensuring that photography and filming are conducted safely and respectfully, particularly to protect children and vulnerable adults.

Purpose

This policy sets out guidelines for the use of photography and filming to balance the benefits of capturing memories with safeguarding responsibilities.

Guidelines

1. Consent:

- Written consent must be obtained from parents/guardians before photographing or filming children.
- Members must give consent for their images to be used in club materials.

2. Appropriate Use:

- Images must be appropriate and not include anything that could be considered exploitative or inappropriate.
- Avoid including personal details (e.g., names, addresses) with images.

3. Event-Specific Guidance:

- Announce when photography or filming will occur during events.
- Provide an opt-out option for those who do not wish to be included.

4. Storage and Sharing:

- Images must be stored securely and used only for club purposes.
- Sharing images on social media must comply with the club's Online Safety and Communication Policy.

Unauthorized Photography

If unauthorized photography or filming is observed, it should be reported to the event organizer or Club Welfare Officer immediately.

Monitoring and Review

This policy will be reviewed annually to ensure it remains effective and up-to-date with safeguarding practices.

Conclusion

By following these policies, Putney Lawn Tennis Club can create a safe and enjoyable environment for all members while celebrating the achievements and activities of our community.