



# HU LONG TEMPLE

## SCHOOL OF SHAOLIN KUNG FU & QI GONG

REGISTERED UNDER THE BRITISH COUNCIL FOR CHINESE MARTIAL ARTS (BCCMA)

## PHOTOGRAPHING & FILMING CHILDREN & ADULTS AT RISK IN SPORT POLICY

Photographs and films are a great way for parents / carers / friends / family members to celebrate the achievements of their children / friends / family members when taking part in Hu Long Temple sessions or events. Hu Long Temple may also wish to promote our activities in order to increase participation. As a result, Hu Long Temple upholds strong safeguards to protect children, young people and adults at risk from the inappropriate use of images in resources, media publications, the internet and elsewhere.

Concerns can arise where images appear online within social media or publications that may reference a child, young person or adult at risk by using their name, location and / or their sports club. From those details, further information on that individual can be found, such as perhaps their address or their favourite type of hobbies, places to spend time in, or music. This information can place an individual at risk to a person who may wish to initiate contact and begin to 'groom' the individual for abuse either online or offline through direct contact. Information found on the internet can also be used by estranged parents (for example, in adoption or domestic violence circumstances) to identify, trace and begin substantial difficulties for a young person or adult at risk. Content of the photographs can also be deemed as inappropriate, or be manipulated for inappropriate use.

Hu Long Temple makes decisions about the types of images we consider are suitable and that appropriately represent the club and sport, without putting children, young people or adults at risk at risk. We wish to ensure that everyone understands and supports our Safeguarding Policy and this Photographing & Filming Children & Adults at Risk in Sport Policy. When assessing the potential risks in the use of images of our athletes or members, the most important factor is the potential for inappropriate use of images of children and adults at risk.

If everyone is aware of the potential risks and take appropriate steps (as outlined in our Safeguarding Policy) the potential for misuse of images or video can be reduced.

---

### Policy Statement

Hu Long Temple follows the guidelines of the NSPCC Child Protection in Sports Unit (CPSU). As a result Hu Long Temple will:

- Make the interests and welfare of children and adults at risk taking part in Chinese Martial Arts paramount.
- Ensure that children / adults at risk and their parents / carers have a right to decide whether their images are taken, and how these images may be used.
- Ensure that children / adults at risk and their parents / carers must provide written consent for their images to be taken and used.

- Understand that consent is only meaningful when Hu Long Temple ensures that children / adults at risk and their parents / carers understand the nature of potential risks associated with the intended type, use and distribution of images or videos.

---

## Golden Rules of Publishing Images / Video

Hu Long Temple will ensure:

- That where possible, to not include the name of a child / adult at risk whose image is being used.
- If naming a child / adult at risk or group in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- To avoid the inclusion of other detailed information about individuals.
- To ask for the child's / adult's at risk permission to use their image or video. This ensures that they are aware of the way the image is to be used to represent Hu Long Temple. A Photograph / Filming Consent Form is used for this.
- To ask for parental / carer's permission to use an image of a young person / adult at risk. This ensures that parents / carers are aware of where and how the image of their child / person under their care will be used to represent Hu Long Temple, even or Chinese Martial Arts. A Photograph / Filming Consent Form is used for this.
- To ensure that parents / carers understand the nature of the potential risks associated with the intended use of the image/s or film/s.
- To be clear about how and for how long images or film will be securely stored. This includes access to the images, associated consents and other information.
- To only use images / video of children / adults at risk in suitable clothing, this includes the required safety equipment to reduce the risk of inappropriate use.
- To ensure images should positively reflect young people's / adult's at risk involvement in Chinese Marital Arts and promote the best aspects of the sport.
- To understand that the content of the photograph or film should focus on the activity rather than on a particular child / adult at risk, and should avoid full face and body shots.
- To create and publicise this document as well as the reporting procedures for abuse of images or the use of inappropriate images, to reduce the risks to children and adults at risk.
- To follow our Safeguarding procedures, ensuring the Safeguarding Lead, the Police and the Children's Social Care are informed.

Hu Long Temple currently publishes images on the following platforms:

- Hu Long Temple's Instagram: [www.instagram.com/hulongtempleuk](https://www.instagram.com/hulongtempleuk)
- Hu Long Temple's Facebook Page: Search for @hulongtemple
- Hu Long Temple's Website: [www.hulongtemple.com](http://www.hulongtemple.com)
- Hu Long Temple's Twitter: [www.twitter.com/hulongtempleuk](https://www.twitter.com/hulongtempleuk)
- Hu Long Temple flyer's or corporate information which are available to be viewed upon request.

Hu Long Temple currently holds its videos and images on a main computer owned by Hu Long Temple which is backed up onto a hard-drive. Hu Long Temple destroys any footage or images immediately if asked, or if the image is not going to be used for promotional purposes. We are very strict upon vetting an image for its content, concealing the identity of any young person or vulnerable

adult unless given consent. We assess the image to uphold the dignity and respect of the individuals within them as well as of the school by following the afore mentioned 'Golden Rules'. Images taken by other family members, or students are given to us digitally (via email or DVD) and immediately destroyed if they are not going to be used.

---

## Use of Photographic Equipment for Official Use at Events

Hu Long Temple will:

- Provide a clear brief as listed under the 'Golden Rules of Publishing Images / Video'.
- Issue the Photographer with identification which must be worn at all times.
- Inform children / vulnerable adults and parents / carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child / individual in their care (e.g. Team photos, close-ups).
- At many events, organisers and others will wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on. Separate to the issue of consents for 'identifying' photographs / footage of individual participants, parents / carers and children / adults at risk should at least understand that these types of images will be taken during, or at specific times in the event which will be included in the parental consent form for that event. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of concerns of a small number of parents / carers.
- Not allow unsupervised access to children / vulnerable adults or one to one photo sessions at events.
- Not approve / allow photo sessions outside the event or at the child's / adult's at risk home.
- Inform children, adults at risk, parents, carers and others that if they have concerns they can report these to the organiser.
- Report concerns regarding inappropriate or intrusive photography to the event organiser or official and record this in the same manner as any other child protection concern (using the Hu Long Temple Incident Report Form).
- Clarify issues of ownership, retention and access (by event staff and participants / parents / carers) to the images.

Other professional photographers / filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, this should be gained at least 14 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student / BCCMA membership number and a letter from their club or college outlining their motive for attending the event and planned use of the material.

### **Accreditation procedure**

Professionals should register 14 days prior to the event and their identification details be recorded. They should be:

- Name and address of the person using the camera
- Names of subjects (if specific)

- The reason or use the images are being or intended to be put to
- Signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Identification details will be checked with the issuing authority prior to the event. On registering, promoters of the events can consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

It would be expected the Professional photographers understand what is considered as 'appropriate content' for their images as well as their behaviour, as guided by the 'Golden Rules of Publishing Images / Video'. Professional photographers will also be given a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilets). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events at the athlete's home should not be approved or allowed.

---

## Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators at Hu Long Temple Organised Events

- Parents / Guardians or other spectators intending to photograph or film at the event will be made aware of Hu Long Temple's expectations as listed in this policy.
- Spectators will be asked to register at the event if they wish to use photographic equipment.
- Hu Long Temple may provide some indication to be displayed by the spectators to help others recognise those who have registered, and respond to those who do not appear to have registered.

### **Public Information**

The specific details concerning photographic / video and filming equipment registration will, wherever possible be published prominently in event programmes and will be announced over the public address system, prior to the start of the event.

Underline the guidelines of the CPSU, Hu Long Temple will state:

*"In line with the recommendation in the Hu Long Temple Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify the organisers. Hu Long Temple reserves the right to decline entry to any person unable to meet or abide by Hu Long Temple's conditions. If you are concerned about any photography taking place at this event, please contact Hu Long Temple or event organiser, who will be pleased to discuss this matter with you."*

---

## Photographs / Filming at Hu Long Temple Sessions

There is no intention to prevent Hu Long Temple teachers using filming as a legitimate coaching aid. However, children / adults at risk and their parents / carers should be aware that this is part of the coaching programme and consent to it. Care will be taken in the secure storage of such materials and films. If Hu Long Temple are concerned that someone we do not know is using our sessions for photography or filming purposes, we will ask them to leave and contact the Police or NSPCC.

Hu Long Temple requests consent with regards to photographs / films during sessions on the Health & Registration Forms, as well as the Photography and Filming Consent Form.

---

## Monitoring of this Policy

This Policy was written on the 2nd August 2016 and will be reviewed on the 2nd August 2017. It will then be reviewed again 3 years later or unless there is a legal requirement to amend the policy.