

BF PHOTOGRAPHY AND IMAGERY POLICY

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1. PURPOSE OF POLICY

This document has been prepared to lay out best practice in relation to the taking of photos and videos within the fencing environment.

2. GLOSSARY

Throughout this document the we have used the following definitions

Event Staff	This includes all staff appointed by BF to run an event and includes DT, Event Welfare Officers, Referees and Media Officers
Fencing Environment	Any environment in which fencing, or a fencing related activity (eg workforce training) is taking place.
Image or Imagery	This includes both photographic images and video images unless specifically stated
Personal Use	For own personal records and memories or for the purpose of coaching and not retained beyond a reasonable period beyond the purpose of learning from that experience
Professional or semi-professional camera equipment	Any kind of camera with a detachable lens, including DSLR, mirrorless and film camera systems, and/or using any kind of tripod or monopod
Sharing of Images	Sharing through any medium where control of those images may be lost. Examples where control may be lost include posting on social media, or with other people unless strictly controlled through an agreed protocol.

3. INTRODUCTION

British Fencing (BF) have a strong commitment to the safety of children and adults at risk who take part in fencing. Taking images are an important part of sporting life as an aid to coaching, for keeping a record and promoting our sport. We are committed to doing our best to ensure that any imagery used within fencing promotes our sport in the best light.

It is not our intention to prevent people from taking images of their fencers but rather to ensure photographic and video practices are carefully monitored to allow us to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions and is in line with our Safeguarding Policy.

The safety of children and adults at risk is paramount. In this we need to create safe secure environments in which our young fencers and adults at risk can train, compete and socialise.

Although rare, there are risks of abuse arising from the misuse of imagery. These risks include:

- The use, adaptation, or copying of images for child abuse, either on the Internet or in print
- The identification of a child when an image is accompanied by significant personal information, which can lead to a person being groomed.
- The identification and location of people from images where there are safeguarding concerns. For example, when a person:
 - has been removed from their family for their own safety
 - has restrictions on their contact with one parent following a parental separation
 - is a witness in criminal proceedings

4. PUBLICATION OF IMAGES

All BF registered clubs and events must comply with the following guidelines:

- No image (photograph, video clip or other image) of an identifiable young person or adult at risk involved in any aspect of fencing should be published whether in print or electronically (e.g. on a website or social media) without written, informed consent from the identifiable person concerned and/or their parent or carer.
- It should be clear on any joining instructions what the arrangements are for taking images (e.g. filming and photography) at any event or club.
- No personal information, other than the name of the person in the image and their club, should accompany published images. Particular provisions apply in connection to photography at public events such as competitions and displays below.
- While some editing of images is acceptable, images taken of people involved in fencing should not be modified, merged or manipulated in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate.
- There must be a process to identify those that do not want to have their images recorded and a mechanism to consider whether this is possible. Accommodations should be discussed with the individual (or their parent/guardian) and confirmation of what can be put in place. Where mechanisms can be put in place all relevant staff should be informed. It is accepted that it may not always be possible to prevent images recorded and but people should have access to the information in advance to make that choice.
- Care must be taken to ensure as far as is reasonable that images of children who are under a court order are not recorded or published without permission, however this cannot always be guaranteed (see above).
- Simultaneous, live streaming of images onto a website should be approached with caution but is becoming more commonplace. It is important to recognise that it is not possible to ensure

that people will not be filmed. Notices alerting people to the fact that live streaming is taking place must be posted at entry points to the area where filming is taking place.

- Any instance of the use or publication of inappropriate images of people involved in fencing should be reported to British Fencing who may then inform the appropriate authorities.
- Clubs are recommended to introduce a consent form, ideally as part of the process applied when a fencer joins the club, concerning the taking of images for training purposes.

Event organisers are recommended that the terms and conditions of event entry include the collection of consent for taking and use of imagery by the event organisers and the purposes for which those images will be used should be clearly laid out. When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed online.

The following steps can be taken to reduce the risk from the publication of imagery:

- Do not use any personal details of a young person or adult at risk if it is possible from the image to identify the location where they might attend on a regular basis.
- If it is not possible to ascertain any training or competitive location, consider using a first name only next to an image.
- The clothing or kit of a child should be considered when using the photo.
- Where images include fencers participating in fencing, equipment and clothing must comply with BF Safety Rules.
- Do not use images that can appear staged and potentially provocative.
- Always seek the consent of parents/carers to use of a child or adult at risk's image for publication. The parent/carer should be encouraged to discuss the matter with their child before giving consent. Consent can form part of the terms and conditions of an event entry process, or club sign-up process, or may be done using a separate form. A sample form is contained in the appendices of this policy.
- Think carefully before using any images showing children and young people on your website, social media or other publications.
- Choose images that present the activity and the identifiable individuals in a positive light, and promote the best aspects of the sport and organisation.

British Fencing should be informed of any inappropriate use of imagery on fencing websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that appears to be being used illegally online should report the matter to **Child Exploitation and Online Protection Centre (UK) (CEOP)**, who provide a single point of contact for reporting abuse of children online.

5. PHOTOGRAPHY AND FILMING AT EVENTS

5.1 OFFICIAL PHOTOGRAPHY & FILMING AT EVENTS

5.1.1 ALL BF LICENSED EVENTS

- Event organisers must operate an accreditation system for official event photographers/filmmakers and anyone wishing to use professional or semi professional cameras or recording equipment. Professional or semi professional equipment must only be used by officially accredited photographers.
- Event organisers must ensure they have a record of what accredited individuals will use the images for in accordance with this policy and that this is communicated to participants.
- Event organisers must ensure that participants are informed about the photography/filming arrangements for the event. It is recommended that competition entry forms are used to advise participants that photography/filming will take place at the event and what the imagery will be used for.
- Photography/filming arrangements should also be communicated at the event, for example at check-in, announcements during the event. Entrants should also be informed that event organisers cannot be held responsible photographs taken by members of the public.
- There should be a mechanism for a parent/carer who does not wish themselves or their child/adult at risk to be filmed or photographed at the event to advise the event organiser. Every effort should be made to accommodate requests recognising that it may not always be possible.
- In the event that an organiser is alerted to the fact that a child or adult is 'at risk' then more proactive measures should be considered to avoid images being taken – for example additional competition announcements and/or approaching members of the audience who appear to be taking images of any kind and requesting that they delete the images.
- Failure of an individual to follow a reasonable request of this nature should be reported to British Fencing.

5.1.2 BF RUN EVENTS

BF accredited photographers/filmmakers may be present at BF run events. Images taken at these events may be used by BF and individuals and organisations contracted by BF for the purposes of safety, welfare, disciplinary, promotion, education and development of the sport. They may also be shared with relevant third party organisations for journalistic or promotional purposes. Full details of how British Fencing use personal data (including imagery) can be found in BF's Privacy Policy, available on the British Fencing website.

British Fencing competition entry forms will advise participants that photography/filming will take place at the event. BF will also announce the photography/filming arrangements at the event. Clubs must ensure that fencers/parents/carers are informed of the photography/film making arrangements for the relevant event. Any fencer or parent/carer who does not wish themselves or their child/adult at risk to be photographed or filmed at the event must advise BF prior to placing an

entry to an event to discuss their wishes. Although it is not always practical to manage the content of live streamed footage, British Fencing will take all reasonable measures to ensure that any identifiable images of the participant are not published.

Anyone who is not a member of British Fencing staff or a nominated contractor wanting to take photographs or videos using any kind of professional or semi-professional equipment must apply for accreditation in advance of the event. Applications for accreditation will not be available on the day(s) of the competition. Photo accreditation is for still photography only. No video recording or video equipment is permitted.

All accredited individuals at the event must follow the instructions of the Event Staff

5.2 VIDEO REFEREEING

Where competitions have video refereeing in place the organisers should advise participants accordingly. It is not possible to opt out of video refereeing. If images are retained after the competition is over, organisers should have a retention/deletion policy in place.

5.3 PERSONAL (UNACCREDITED) PHOTOGRAPHY & FILMING

British Fencing does not wish to discourage the use of photographic/filming equipment at events for personal use, but will take all reasonable precautions to protect fencers against the possible inappropriate use of images.

Where competition organisers permit personal photography or filming the following applies:

- There is no right to take imagery at a fencing event. Event organisers can request any person to stop recording images at their discretion.
- Professional or semi-professional equipment is not permitted.
- Live streaming or broadcasting video in any way, from any device including smartphones, is not permitted.
- Images should not be recorded which are specifically of other people without their consent. For example, filming a bout involving athletes that you do not have a direct connection with without seeking permission of those fencers or their parents.
- Images are strictly for personal use. Personal use includes the private sharing of bout imagery with personal coaches for personal development purposes only.
- Images should not be shared beyond personal use without the permission of identifiable individuals in the picture.
- Images must not be shared on public platforms (eg Facebook, YouTube, Instagram) without the permission of all identifiable children or adults at risk. The exception is where there are podium presentations where personal image taking has been invited/facilitated by the organisers.
- Filming of bouts that involve children or adults at risk requires the permission of the parent/guardians.
- It is recommended that any personal filming of bouts involving adult fencers is done with consent from the adults involved.

- Anyone involved in taking any imagery at an event must follow the instructions of the Event Staff.
- If the event organiser/welfare officer (or authorised representative of the event organiser/welfare officer) suspects inappropriate photography or filming, the officer/organiser should exercise their powers to request the person to leave the venue and to surrender any film and/or delete any images relating to the event.
- Any person present at an event who has any concerns about any images being taken, by any person, should bring them to the attention of the competition organiser or other designated person as soon as possible.

6. FURTHER ADVICE FOR CLUBS AND COACHES

6.1 USE OF TAKING VIDEOS AS AN AID TO COACHING

The use of video equipment can be a valuable aid to coaching. We advise the following:

- Ensure that the fencers and their parent/carer are aware of the purpose of the filming as a coaching aid and have given their written consent.
- Not publish any footage without consent.
- Ensure that two responsible adults are always present when filming of minors and adults at risk is taking place.
- Store any footage securely to avoid any inappropriate use.
- Only keep the footage for as long as is necessary for the purpose expressed at the outset.
- Images must not be shared with third parties for the purpose of fight analysis without the consent of all parties involved. Where consent is given, care should be taken to ensure that the necessary data protection permissions are in place. This must ensure that data remains secure and is not able to be used by the analyser without explicit consent of all parties involved.

6.2 ADVICE FOR CLUBS

Clubs are recommended to advise members on the policy concerning the taking of images. This ideally should be as part of the process when a fencer joins the club. This can take the form of a opt out process or through the use of a consent form.

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