

Ascot Royals Swimming Club Photography & Filming Policy (Safeguarding & GDPR)

1. Purpose

Ascot Royals Swimming Club recognises that photography and video can be a positive way to celebrate achievements and support swimmer development.

However, the club is committed to safeguarding all members and ensuring compliance with UK GDPR and the safeguarding framework set out by Swim England (*Wavepower*).

This policy aims to:

- Protect children and vulnerable individuals
- Ensure appropriate use of images and video
- Provide clear guidance for parents, swimmers, and staff

2. Key Principles

- The welfare of the child is paramount
- Images must never be taken, shared, or used in a way that could place a child at risk
- Filming must be controlled, proportionate, and transparent
- Parents do not have an automatic right to film poolside

3. General Rule (Club Position)

Photography and filming are not permitted during training sessions unless authorised and supervised by the club.

This applies to all parents, carers, and spectators.

4. Controlled Filming (When Allowed)

Filming may be permitted in specific situations:

- Club galas or events
- Pre-arranged sessions (e.g. stroke technique review)
- Official club media (website, social media, marketing)

In these cases:

- Approval must be given in advance by the club/Welfare Officer
- Clear communication will be provided to those present

- Consent will be obtained where required
- A designated filming/viewing area may be identified

5. Parental Guidance

Parents/carers must:

- Not film or photograph during training sessions unless authorised
- Avoid capturing images of children other than their own
- Not share images or videos of club sessions on social media without permission
- Follow all instructions from coaches and staff

If a parent wishes to film for development purposes:

- A request must be made in advance
- Filming will only take place under supervision

6. Swimmer Guidance

Swimmers should:

- Respect the privacy of others
- Not use mobile phones or recording devices on poolside unless permitted
- Report any concerns regarding photography or filming

7. Changing Rooms (Strictly Prohibited)

- Photography or filming is strictly prohibited
- Mobile phone use should be avoided unless necessary

8. Use of Images by the Club

Ascot Royals may use images for:

- Promotion (website, social media, marketing)
- Celebrating swimmer achievements

This will only occur where:

- Appropriate consent has been obtained
- Images are appropriate, respectful, and do not compromise dignity
- Personal information is not unnecessarily disclosed

9. GDPR Considerations

Images and videos of identifiable individuals are considered personal data.

The club will:

- Store images securely
- Use them only for the stated purpose
- Retain them only as long as necessary
- Respect the right to withdraw consent at any time

10. Safeguarding Concerns

Any concerns regarding photography or filming should be reported immediately to:

- The Club Welfare Officer
- A coach or committee member

All concerns will be handled in accordance with Swim England safeguarding procedures (*Wavepower*).

11. Enforcement

Failure to comply with this policy may result in:

- Immediate request to stop filming or photography
- Removal from the session or venue
- Further action under the club code of conduct

12. Rationale for Club Approach to Photography & Filming

Ascot Royals Swimming Club follows the safeguarding principles set out by Swim England and its *Wavepower* framework.

While Swim England guidance does not prohibit all parental photography, it requires clubs to assess and manage risk appropriately within their own environment.

Following a club-specific risk assessment, Ascot Royals has adopted a more controlled approach to photography and filming during training sessions.

This decision has been made for the following reasons:

- Swimmers are in swimwear, increasing safeguarding sensitivity and the potential for misuse of images
- Multiple children are present at all times, making it difficult to ensure that only one child is being filmed
- It is not practical to obtain or manage consent from all individuals present during live training sessions

- There is an increased risk of images being shared on social media or messaging platforms beyond the club's control
- The club has a duty to provide a safe, distraction-free training environment for all swimmers

This approach ensures that:

- All swimmers are protected equally
- Staff are not placed in difficult or confrontational situations
- The club meets its safeguarding and data protection responsibilities

Ascot Royals will continue to allow controlled and supervised photography in appropriate settings (e.g. events and authorised sessions), ensuring that swimmers can still celebrate achievements safely.