

# SUMMER EDUCATIONAL PROGRAMME

## INFORMATION SHEET

### 1 Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used sporting venues and outdoor activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

This does not stop parents taking images of their own children. However any images with other young people or vulnerable adults must have the prior consent of their parent/guardian and the consent of the young person/vulnerable adult.

The following is required for **the Summer Educational Programme** activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting **the Summer Educational Programme** events or activities shall state that accredited photographers will be present.
- Consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of **The Summer Educational Programme – Camp Director**.
- Clear identification of staff authorised to photograph will be agreed. An activity or event specific identification badge/sticker should be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent/guardian and the organisation, and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video.
- **The Summer Educational Programme** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

#### 1.1 Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to **The Summer Educational Programme Camp Director**.

### 2 Children or Vulnerable Adults in Publications and on the Internet

Websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure **The Summer Educational Programme** publications and **The Summer Educational Programme** information on the Internet do not place children and vulnerable adults at risk.

**The Summer Educational Programme** publications and **The Summer Educational Programme** information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail

address, telephone number of a child or vulnerable adult. Any contact information must be directed to **The Summer Educational Programme Camp Director**.

- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first names e.g. Tracey was Player of the Year 2007.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. activity sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse (Morgan, 1979; Watson, 1984).

**Important Note:** Any concerns or enquiries about publications or Internet information should be reported to **The Summer Educational Programme's Camp Director**.

### **Guidance**

A Child Protection Policy has been prepared for the Summer Education programme and is available at any time for review. It is recognised that it may be challenging in some circumstances to monitor conduct in regard to the procedures outlined for photographing, videoing and filming of children and vulnerable adults. **However it is important that members, in particular staff, are aware of their responsibilities and trained appropriately so that the procedures including monitoring are followed, good practice is achieved and the risks are reduced.**

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