



## **Whittle Hall Guidance regarding photographing or filming children during football matches, training and events**

The steps outlined below, have been drawn from the FA guidance note 8.3, Photographing and Filming Children. This guidance does not apply to players aged 18 or over. As a Club, we are responsible for ensuring that permissions are in place prior to taking official photos or footage, the digital records we create are stored, used and destroyed appropriately, and we commit to safeguarding those children who would be protected by this guidance.

The guidance is split into 2 halves:

- 1) Use of photos and videos by Whittle Hall coaches and officials
- 2) Handling requests from opposition teams/event organisers from outside the club

### **Use of photos and videos by Whittle Hall coaches and officials**

From season 2024/2025, the registration form will be updated to specifically include permission for filming of an individual child. The form currently contains permission request for photography only. This data will be shared with the relevant coach by the Chair, Secretary or CWOs at the start of the season. It is the Team Managers responsibility to ensure all coaches for their team are aware of any child who is not permitted to be included in photographs or footage. No pressure should be applied by coaches or other parents, on those who refuse permission. This is an individual decision and should be respected. If any child does not have permission to be recorded, our guidance is not to record unless the child is not present at that match/training session. This should not impact an individuals inclusion in any sessions.

For the current season (2023/2024), please request all parents on your team to complete the permission form at the end of this guidance (you will need to print a copy per parent), if you wish to film any of your games or training sessions. Until this is completed and agreed to by all parents, you are not to record any sessions. Failing to comply will be seen as a breach of the Coaches code of conduct and dealt with accordingly. Once permission is granted, please submit the permission forms to the Club Committee, for central storage.

For all games, please notify your opposition team in advance of your intention to record the match. Ask the opposition coach to ensure that his team is aware of this and has no objections. Please ensure you get the coaches confirmation in writing and retain this until the footage is securely destroyed.

Storage, use and retention of footage:

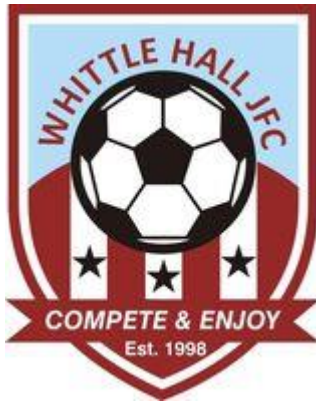
- Where footage is generated, this must not be stored on insecure mediums such as laptops, memory sticks or mobile phones. It should be stored securely, with access only by the coaches of the Whittle Hall team.
- Footage must only be used as a training aid.
- Once the footage has been used for training needs, then it should be securely destroyed.
- Footage must not be shared on social media sites, or outside of the secure location. It should not be shared outside of the coaching group, as these individuals have been DBS checked, are known to the FA and are signed up to the Coaches code of conduct.
- Footage is not secure if it is shared within groups such as Whatsapp groups, social media groups or similar. There is no control over how the footage is used by members of the groups/pages. Any footage appearing outside of the team coaches secure area will be met with sanctions. This also includes sharing footage with opposition teams, as we have no control over their use of the footage once it has left our club.

### **Photographs at Whittle Hall club events**

Please ensure that permission is sought for all children attending Whittle Hall events. This could be asked within a digital sign up (permissions should be accessible after the event, while photos are shared to advertise the event), or on the form attached to this guidance. Organisers should ensure that those children who do not have permission to be photographed, are known to those taking photos and are not included in any photography. This should be done sensitively to ensure all children enjoy their event.

### **Use of photos and video by non-Whittle Hall officials**

Please enquire prior to matches or events, whether the session will be recorded by opposition Club Officials. If the session is intended to be recorded, please share the 'Storage, use and retention of footage' section above and ensure agreement with the coach is received. Any breaches of this guidance will be reported directly to the League and County, as breaching FA guidance.



Permission for filming by your Club coaches (Season 2023/2024)

Parent/Carer/Guardian declaration.

I give permission for official club video recordings to be taken of my child and used by the Club Team coaches for training purposes only. The following should apply:

Storage, use and retention of footage:

- Where footage is generated, this must not be stored on insecure mediums such as laptops, memory sticks or mobile phones. It should be stored securely, with access only by the coaches of the Whittle Hall team.
- Footage must only be used as a training aid.
- Once the footage has been used for training needs, then it should be securely destroyed.
- Footage must not be shared on social media sites, or outside of the secure location. It should not be shared outside of the coaching group, as these individuals have been DBS checked, are known to the FA and are signed up to the Coaches code of conduct.
- Footage is not secure if it is shared within groups such as Whatsapp groups, social media groups or similar. There is no control over how the footage is used by members of the groups/pages. Any footage appearing outside of the team coaches secure area will be met with sanctions. This also includes sharing footage with opposition teams, as we have no control over their use of the footage once it has left our club.

I give permission for my child to be included in video recordings for the purposes of training \_\_\_\_\_

I DO NOT give permission for my child to be included in video recordings for the purposes of training-  
\_\_\_\_\_

Name of Parent:

Name of Player:

Signature of Parent:



Permission for photography at a Whittle Hall event

Parent/Carer/Guardian declaration.

I give permission for official club photographs to be taken at the event my child is attending. These photographs may be used on social media or the Club website to publicise our events. No names will be associated with these photos.

I give permission for my child to be included in photographs \_\_\_\_\_

I DO NOT give permission for my child to be included photographs \_\_\_\_\_

Event name and date:

Name of Parent:

Name of Child:

Signature of Parent: