



Appendix 13

Guidelines For The Use Of Photographic & Filming Equipment

PHOTOGRAPHS AND IMAGES OF CHILDREN AND YOUNG PEOPLE

The Irish FA wants to be able to celebrate and record through photographs the participation and achievements of children and young people who take part in Association programmes. The Irish FA does not advocate the banning of photography, but requires staff and volunteers to adhere to the recommended safeguards, thereby ensuring a safe football environment for children and young people. Staff and volunteers must take all necessary steps to protect children and young people from the inappropriate use of their images in resources, media publications, on the internet and elsewhere.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children and young people, when they are accompanied with personal information – i.e. a caption reading ‘this is X who lives at Y, a member of the Z football club’, and who likes a certain music group ... Such information can make a child or young person vulnerable to an individual who may wish to start to ‘groom’ that child or young person for abuse, or otherwise harm them. Secondly, the content of the photo can be used or adapted for inappropriate use. There is evidence of adapted material finding its way onto sites showing child-abuse images.

By raising awareness of the potential risks, and by taking appropriate steps, the potential for misuse of images can be reduced.

Staff and volunteers are required to take into consideration the following points when using images of children and young people for publicity purposes:

- When assessing the potential risks in the use of images, the most important factor is the potential for inappropriate use of images of children and young people.
- Consider the type of images that are suitable and that appropriately represent the Irish FA, without putting children and young people at increased risk.
- The safety and welfare of children and young people taking part in Irish FA programmes should be paramount at all times.
- Children and young people and their parents / guardians have a right to decide whether their photograph is taken, and how those images may be used.
- Parents and guardians must provide written consent for images of their child to be taken and used in the creation of Association communications and publications.

Guidance:

- If the child or young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the child or young person.
- Before taking images of a child or young person, staff and volunteers must obtain written parental or guardian consent. This ensures that parents and guardians are aware of the way the image of their child is used in representing Irish FA programmes. This consent should be obtained through the completion of the media-related consent form, found in Appendix 14.
- Staff and volunteers should also ask for the child or young person's permission for use of their image. This ensures that they are aware of the way the image is to be used to represent the football programme. Their consent can be obtained by the inclusion of their signature on the media-related consent form.
- Only use images of children and young people in suitable dress to reduce the risk of inappropriate use.
- Any concerns regarding the inappropriate use of images should be reported immediately to the Child Welfare Department.

GUIDELINES FOR USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT IRISH FA EVENTS**Staff and volunteers must:**

- provide the team with a clear brief about what is considered appropriate in terms of content and behavior
- issue the official photographer with identification, which must be worn at all times
- ensure local press photographers wear and show identification at all times
- inform children and young people and parents and guardians that a photographer will be in attendance at an event, and ensure they consent to both the taking and publication of films or photographs
- ensure that only pictures and images of children and young people whose parents / guardians have given consent are taken and used
- not allow any photographer or journalist unsupervised access to children or young people, or to conduct one-to-one photo sessions at events
- not approve / allow photo sessions outside of the events or at a child or young person's home
- not retain images of children and young people on personal laptops, cameras etc. All images of children and young people involved in Association programmes must be stored on an Association laptop (which is password protected) or forwarded directly to the Communications Department.
- ensure that if parents and guardians or other coaches and volunteers are intending to photograph or video at an event, that they inform a staff member of their intention and identify their reason for taking images of children and young people. A justifiable reason must be provided before consent is given.
- inform children and young people and parents and guardians that if they have concerns about photography or filming at any Irish FA event, they may report these to the staff member in charge or, to the Child Welfare Department
- report concerns regarding inappropriate or intrusive photography to their line manager and the Child Welfare Department – and record them in the same manner as any other child protection concern