

# PHOTOGRAPHIC / MOBILE EQUIPMENT & SOCIAL MEDIA POLICY

## Photographs

Athletics Ireland requires that each club should adopt a policy in relation to the use of images of athletes on their websites and other publications (eg. facebook page), as there have been concerns about the risks posed directly and indirectly to children and young people. Adults and leaders need to work together to prevent those wishing to cause such harm to young people. Having photographic and filming guidelines is not about preventing parents from taking pictures, it is to ensure that only those who have a right to take photographs do so. The content of a photograph can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Anyone concerned about photography taking place at events or training sessions should contact the club child welfare officer (CWO) and ask them to deal with the matter. If the CWO is not readily available and it is felt that immediate action is required then the matter should be brought to the attention of one of the available officers or coaches of the club. The officers and club coaches are listed on the club website – [www.claneac.ie](http://www.claneac.ie) The purpose of having a policy is to reduce the risk of inappropriate, unsolicited attention from people within and outside the sport. Group photographs where the club is identified rather than individuals are good for publicity without creating a risk to those in the photographs.

In accordance with Athletics Ireland guidelines, Clane AC policy on the club publishing photographs is as follows:

- If the athlete is named, we will avoid using their photograph.
- If a photograph is used, we will avoid naming the athlete.
- In the case of athletes age 18 or upwards, we will not publish their photograph if they have taken the opt out option in our club's annual membership application form.
- In the case of juvenile athletes (age under 18 for this purpose), we will not publish their photograph if their parents have taken the opt out option in our club's annual membership application form.
- We will, without question, remove any photograph from our website or facebook page

if requested by any person in that photograph or if requested by any parent of a juvenile in that photograph.

- To reduce the risk of inappropriate use of any photograph, we will only use images of athletes in suitable dress.
- Talk to our club CWO if you are worried about use of images.
- Amateur photographers/film/video operators wishing to record an event or practice session should seek written accreditation in advance with the CWO and will be required to sign a form recording their contact information.
- To ensure spectators and participants of any competitions being hosted by Clane AC are

informed of the club's policy, the club will make an announcement over a tanooy along the lines of "In line with Clane AC code of conduct on taking photographs and filming at events, we request that any person wishing to engage in any video, zoom or close range photography should register their details with an officer of the club. It is not advisable that athletes are photographed or filmed without their permission, and in the case of children without the permission of their parent or guardian".

## Mobile phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to carry out club business.

However, such technology has also allowed an increase in direct personal contact with young people, and in some cases is used to cross personal boundaries and cause harm to young people. Within all clubs there is a need to encourage responsible and secure use of mobile phones by adults and young people.

Our members, particularly juveniles, are encouraged to remember:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent, your coach or the club CWO.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers.
- Change your phone number in cases of bullying or harassment.
- Don't use the phone in certain locations - inappropriate use of your camera phone may cause upset or offence to another person, (eg. in changing rooms).
- Treat you phone as you would any other valuable item that you would guard against theft.

Coaches and other officials of the club should remember:

- Use group texts for communication among athletes and teams.
- It is not appropriate to have constant communication with individual athletes.
- It is not appropriate to be communicating with juvenile athletes, communication should only be through their parents.
- Don't use the phone in certain locations - inappropriate use of your camera phone may cause upset or offence to another person, (eg. in changing rooms).

## Social Media

Our club committee will become familiar with user interactive services before setting up any club presence on a social networking or other interactive service. This will include familiarising ourselves with privacy and safety tools, the terms of service (the terms of service usually contain what is acceptable and unacceptable behavior).

Anyone who has a concern or complaint about any matter involving the club use of social media should contact the club CWO in the first instance.

The people responsible for the club's website and Facebook page will be appropriately vetted and will receive recognised safeguarding or child protection training.

The log-in details to the club website and facebook page (including the passwords) will be kept secure within the club.

#### **Accept 'friends' and minimum user age**

The club may wish to check a user profile or obtain more information from a user before accepting them. We do not accept friend request from children under the minimum age for the service (usually 13 years). We will report underage users to the person's parents (via the club's CWO).

#### **Accepting comments**

This allows the club to approve or pre moderate a comment from another user, usually a 'friend' before it appears on the club facebook page. We will ensure that all messages are checked before they appear on the club's website or facebook page, to ensure that any inappropriate messages are blocked and if necessary reported to the service provider.

We will ensure that coaches and athletes are aware of the need to protect their privacy online and will make sure that club members are aware of the need to protect their own privacy online.

We do not ask users to divulge personal details including home and email addresses, schools, mobile numbers or any other information that may help locate a child.

We will consider any messages, photos, videos or information and ensure that they comply with existing policies within our club.

#### **Management of website and facebook page**

John Finn, Caroline Mullally & Colette Hawkins are presently responsible for the management of the club's website and Facebook page.

Michael Kilbride & Catherine Allen are the club's Child Welfare Officers (CWO).