

Child Wellbeing and Protection Policy for Scottish Football – Referee Associations

CELEBRATION – Photography and Filming

This Practice Note applies to all members and sets out the best practice in relation to the photography and filming of young people involved at the Referee Association. The principles set out in this Practice Note will also apply to children and young people who members come into contact with through their role in football and who may be included in any photograph or video. It sets out simple measures that must be taken to ensure the safety of children and young people in football when it comes to photography and filming. These measures are necessary to protect children and young people from those who would seek to take or manipulate photos and video footage in a way that harms children and/or young people or places them at risk of harm.

For events and training organised by the Scottish FA, the best practice set out in the Scottish's FA Child Wellbeing and Protection Policy will be applicable.

Photographs, films and video clips can be used to celebrate achievements, promote Referee Association events and activities, and keep people updated. Footage can also be recorded for performance development and analysis reasons. It is important to not curb such activity and to remember that the majority of images taken are appropriate and taken in good faith.

Potential risks to children and young people:

- **Inappropriate use, adaption or copying of images for use on websites**
- **Inappropriate photographs or videos being taken of children and young people**
- **Identification of children and/or young people when a photograph is accompanied by significant personal information**
- **Identification and locating of children and/or young people in inappropriate circumstances e.g. where the child or young person has been removed from their family for their own safety, or where there are restrictions on contact with one parent following a parental separation, or any other safeguarding concern away from football**

Young people who have a public profile as a result of their achievements are entitled to the same protection as all other children and young people. In these circumstances common sense is required and all decisions should reflect the best interests of the child or young person and be made in partnership with the child or young person.

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Safe Use of Images of Young People

Consent Forms

It is best practice for the Referee Associations to get any young person involved at the Referee Association to sign a consent form before any photography or filming takes place and before any images are published online. This consent form will include information on when they may be photographed or filmed whilst participating in football and the purpose of this photography or filming.

If the Consent Form states that consent is **not** given for the young person to be photographed this **must** be adhered to and practical arrangements put in place to avoid this happening.

Use of Images and Information

Where consent is given for the taking and use of images the following practices will be implemented.

General Principles:	
<ul style="list-style-type: none">• ‘Action’ images should focus on the activity rather than the individual• All images should reflect the positive aspect of the young person’s involvement in refereeing• All young people featured in images and/or videos must be appropriately dressed e.g. a minimum of shirt and shorts• No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas, including by the young people themselves	<ul style="list-style-type: none">• Images will not be shared with external agencies unless express permission is obtained from the young person over and above the consent form referred to above• All images and accompanying information shared publicly will include only appropriate personal details• No unsupervised access or one-to-one photography or video sessions will be allowed unless this has been explicitly agreed with the young person and their parents/carers

Taking of Images	
<ul style="list-style-type: none">• For promotional, marketing or social networking use of images for Referee	<ul style="list-style-type: none">• The Referee Association may seek publicity to positively promote refereeing. Young referees

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<p>Association publications or online its members will use only use equipment approved by the Referee Association</p> <ul style="list-style-type: none"> • Members who take images of a young referee and/or any other young people involved in the activity or game must follow this Practice Note and comply in terms of use of images, consent, retention, safe storage and confidentiality • For both safety and safeguarding reasons members should not use personal mobile phones, tablets or photographic/videoing equipment to take photos or videos of young people during training or matches or official events 	<p>may well welcome positive media coverage on a local, regional or national level. As well as giving consent, it is important for these young referees and their parents/carers are clear about appropriate arrangements and ground rules for interviews, filming and photo sessions</p> <ul style="list-style-type: none"> • Where images are taken, agreement and arrangements can be in place for the young person to be given copies. However, the young person must use these images as agreed, including if they wish to share the image on their social media or online platform • Photographers' from external agencies should be aware of the organisations expectations with regards to photography and filming and the safeguards which must be adhered to
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Filming as a training aid

<ul style="list-style-type: none"> • Members using videoing as a legitimate training aid should make the young person aware that this will be part of the training programme • External agencies need permission from the Referee Association to take any images during an event or training session 	<ul style="list-style-type: none"> • At training, members will only use equipment approved by the Referee Association for the purposes of taking photographs or videos for referee development or performance analysis. There should be no personal use of equipment, including mobile phones
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The Referee Association will take all reasonable steps to promote the safe use of photography and filming at all events and activities with which it is associated, however, the Referee Association has no power to prevent individuals photographing or filming in public places.

REMEMBER:

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It is not an offence to take appropriate photographs in a public place, even if the person has not been asked to do so. No one has the right to decide who can and cannot take images on public land.

***However*, anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the Wellbeing and Protection Officer in line with the Responding to Concerns Procedure.**

If you have *serious* concerns about a possible child protection issue relating to the filming or taking of photographs then the matter should also be reported to the Police without delay. This action should be taken where you believe that someone may be acting unlawfully or putting a child or young person at risk.

Mobile Phones – Cameras/Videos

There have already been a number of cases where children and young people have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

This Practice Note should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or filming should ever be permitted in such areas of personal privacy. Members who become aware that inappropriate photographs or video footage has been taken in any of the above areas, whether by an adult or another child or young person, should immediately report the matter to the Referee Association's Child Wellbeing and Protection Officer as per the Responding to Concern Procedure.

Social Media

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The Referee Association may post information, photographs and videos on social media. In terms of publishing anything that includes an image or information about a child or young person, the following good practice should be followed.

Use of images and information:

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| <ul style="list-style-type: none">• Information published on the social networking sites must never include personal information that could identify a young person e.g. home address, email address, telephone number of a child or young person. All contact must be directed to the Referee Association | <ul style="list-style-type: none">• Children and young people must never be portrayed in a demeaning, tasteless or a provocative manner or in a state of partial undress• Information about specific events or meetings e.g. training sessions must not be distributed to any individuals other than to those directly concerned |
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Storage and retention of images

The Referee Association will ensure that all images, negatives, videos and photographs are stored in a secure environment, whether digital or hard copy. Images, negatives, videos and photographs will be reviewed regularly and held in line with the Referee Association's Data Retention Schedule and not kept for any longer than is necessary, having regard to the purpose for which the image was taken.