



Filming and Photography Policy

FILE MANAGEMENT

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1) Scope

This policy applies to all SOI volunteers and employees, including those on a permanent or fixed term contracts and work placement and the general public.

2) Purpose

Special Olympics Ireland has a duty to protect athletes from inappropriate use of photographic images and video recordings. This policy will provide guidance on appropriate use and permission to take images.

The Filming and Photography Policy provides assistance to all stakeholders on taking and using appropriate images. This guidance is not about preventing parents/guardian and supporters from taking pictures, but rather to ensure that only those who have a right to take photographs do so. This guidance is designed to promote safeguards for any photographic or filming/video activity to minimise the risk of inappropriate taking and use of images

3) Definitions

The word **image** refers to all photography and film or video footage, including those used on social media platforms which may no longer be visible.

Storage refers to soft copies (on computers, portable storage devices, on cameras or phones) or hard copies of images (printed images, newspaper archives or promotional materials). This also includes online storage and social media posts.

4) Policy Statement

4.1 Getting permission to take images

Clubs, Regions and Special Olympics Ireland must obtain permission to take images to ensure that people are aware of when images might be taken and how they might be used. If the person is under 18 years parental consent must also be obtained.

Often, this consent is built into registration or event entry forms, however if this is not the case then a separate consent form is required. E.g. where a shoot has been organised specifically to capture images.

Third parties wishing to capture images at any Special Olympics activity must first complete a self-declaration form and register the device/s they will use. This also applies to those doing so on behalf of Special Olympics Ireland at events; this should be announced at the event to make people aware.

A person wishing to capture images at events should register their device with the event organiser and provide photographic identification when doing so.

4.2 Environments where taking images is prohibited.

Taking of photographs and video recording is prohibited inside changing areas, dormitories, medical treatment areas, showers and toilets.

This includes the use of mobile phones to record or take images in these areas. Privacy is and should be expected in these spaces and it may be, in some cases, an offence to breach this.

Flash photography should not be used in competition areas as it may cause distraction or harm to the participants.

4.3 Photographs and video recordings that may be taken

- If they are in suitable dress only i.e. wearing a t-shirt/top and shorts/bottoms
- If they are taking part in an Awards Presentation and the above is in place
- Whilst actively participating in their sport or activity, i.e. action shots
- Where the pose is appropriate and would not cause harm or embarrassment
- By parents/guardians or other family members during an event as a celebration of an athlete's attendance or achievement.

5) Process

5.1 Using images safely

Where images are taken for personal use by family members they should be aware of people who may be visible in the image also. The images should not be used in a public platform without permission or before cropping/blurring the image to remove those who have not given permission.

Images taken for media or publicity use must be in line with this policy and Special Olympic Ireland Safeguarding policies. The correct permissions must be obtained and the image must be appropriate.

Important! - Images of persons under eighteen (18) years of age used on social media should not include personal details and should be in keeping with the Codes of Conduct, Special Olympics Ireland Safeguarding Policies and the guidance in this policy. It may be necessary to include more information for promotional activities or news outlets, however this should be done with safety as a priority.

When the image is no longer needed it should be deleted from all locations including the location of deleted items on storage devices. Hard copies should be shredded and disposed of in a safe location.

5.2 Reporting concerns of inappropriate use or unauthorised taking of images

If you have a concern that someone is taking unauthorised images at an event, this should be reported to the event organiser ASAP. The event organiser will have a record of registered devices and can identify the person and request that they present their identification and register their device, if this has not already been done.

If you are concerned about how images are being used in Special Olympics you should contact your Club Safeguarding Officer (club), Regional Director (region) or National Children's Officer (national) according to where the image has been posted. The appropriate action will then be taken in removing the inappropriate image and making any necessary reports to the statutory authorities or commencing the complaints and disciplinary process.