

Drumchapel Tennis Club

Social Media, photography and video guidance

At Drumchapel Tennis Club, we believe that photography, film and social media are effective

ways to share, celebrate and remember tennis experiences as well as promote the club.

However, photos, film and social media can be used to harm children and adults.

At the club we encourage the use photography, film and social media and this guidance has

been produced to ensure this happens in a safe and appropriate manner to ensure the safety of children.

Understanding social media risks

Social media is a dynamic, constantly-evolving form of communication including online communities, content generation, information sharing and gaming.

The most common online risks are:

- Inappropriate content, language or behaviour (when images or videos such as pornography, violence, crime are sent to, or accessed by, a child). This can be a form of emotional and/or sexual abuse and have the same impact on children, including damaging

their confidence

- Sexting (when a child sends or receives a sexual message or image of themselves or others

to someone). This can be a form of sexual abuse. Anyone under the age of 18 may be

prosecuted for 'sexting' under the offence of creating, distributing or having possession of an

indecent image of a child. If found guilty they may also be placed on the Sex Offenders Register

- Online grooming (where someone over the age of 18 uses social media to befriend a child

for the purposes of future sexual abuse, image production or exposure. Adults can also

pretend to be children online for the purposes of grooming). This is a form of sexual abuse.

Some indicators of grooming include:

- Receiving gifts or money
- Having a secret mobile phone or tablet
- Being picked up by different people who the family do not know
- Saying they are dating someone they met online and it is apparent the person is older
- Being on dating sites if under 18 years old
- Cyberbullying (the use of electronic and digital media to scare, harass or intimidate another person).

Our recommendations for the use of photography and social media

Before taking photographs or videos

- Children and their parents/carers must be asked to provide their written consent and informed how, where and for how long the image/video will be used.

When taking photographs or videos children should be:

- Fully and appropriately dressed for example, wearing a t-shirt and shorts or skirt
- Shown engaging in tennis and positively reflecting their involvement in the activity for example, showing smiling participants
- With a group of other children or adults where possible
- Representative of the diversity across tennis, with regard to age, gender, ethnicity and disability.

Publishing photographs and videos

- Where possible do not include the name of a child whose image or video is being used. If

naming a child or group of children, only use their first names, as this will reduce the risk of

inappropriate or unsolicited attention

- Avoid including other detailed information about children (such as their school, friends and

other hobbies and interests as this information can be used by adults to befriend and groom

children)

- Be clear about how and for how long images will be securely stored (including who and how images are stored and accessed)
- Report any inappropriate images or videos to the LTA Safe and Inclusive Tennis team as soon as possible.

GOOD PRACTICE AT COMPETITIONS

- At internal competitions photographic and video recording equipment should only be used

- Any concerns regarding inappropriate or intrusive photography should be reported to the

event organiser or the club welfare officer and they will be recorded and dealt with in the same manner as any other any other concern about a child or adult.

Guidance for coaches, staff and committee members

- Ensure you are familiar with the club social media guidance and its practical applications

- Ensure where appropriate you have a business social media accounts and do not use your

personal accounts for professional purposes nor befriend anyone under 18 years old via their

personal social media accounts

- Ensure you use an official work email address to register the business account (but not a personal one)

- Keep **Drumchapel Tennis Club** social media login details secure (more than one person must

have access to the account and at least two people check it regularly)

- Set appropriate privacy levels on social media – educate yourself with regards to what each setting will allow. Remember that others may be able to view children who have ‘liked’

your page or follow you depending on your settings

- Ensure all posts you publish are professional and avoid posting when angry, emotional or

under the influence of alcohol or drugs

- Update your settings so any posts can be moderated before they are visible on your wall or

feed

- Ensure your work email address, website, tennis venue address and phone number are on

the account so you can be contacted

- You may wish to include details of the **Drumchapel Tennis Club** Welfare Officer and information on how to contact them on your business page

- Obtain parental consent when uploading pictures, videos or identifiable information about

children

- Provide links to the LTA Safe and Inclusive Tennis team for further support.

Working with children and vulnerable adults

When working with children and vulnerable adults do not be afraid to discuss the use of social media in the context of the club and:

- Encourage them to check their privacy settings are set as high as possible and to have private profiles on social networking sites
- If necessary, remind them to never send naked pictures of themselves to other people, even if they are their friends (also known as 'sexting'). Ensure children are aware that apps like Snap Chat do not always destroy the image as other users can 'capture' images
- Report any inappropriate images, bullying, harassment, or content you become aware of in

the course of your interaction with the child or vulnerable person that causes offence or anything else that concerns you to the Welfare Officer or confidentially to ChildLine

- Encourage them to behave in a safe and appropriate way online and not put themselves or

others at risk

- Encourage them to ask questions and be informed about keeping themselves and others

safe.

Any concerns about the inappropriate use of social media, images or film should be reported to the Drumchapel Tennis Club Welfare Officer, the Committee and/or the LTA Safe

and Inclusive Tennis team as soon as possible.

This Policy is recommended for approval by:

Club President
2020

Eric Flack:

Date: Jan

Club Welfare Officer

Margaret Nilsen:

Date: Jan 2020

Review date: May 2021