

POLICY 7



Media Policy

(Photographing, Filming, and use of Images of Children and Young People)

Commitment to Te Tiriti o Waitangi

Ice Speed Skating New Zealand recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Ice Speed Skating New Zealand is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection, and participation.

Background to this policy

Capturing images and videos of children and young people is a great way of celebrating achievements and promoting the activity, recreation, or sport. Coaches use photographs and videos to assist with coaching and skill development. However, consideration must be given to informed parental consent, the approval of the devices images may be taken on, and how these are stored and used. Consent gained for photographs or video for coaching, or other approved, purposes does not extend to the use of any images for display in inappropriate, exploitative, or degrading contexts, such as in chat rooms.

Advances in technology that allow us to capture digital images and videos have resulted in the reality that children and young people are at risk of abuse, bullying, cyber-bullying and child sexual exploitation from image sharing. Their right to privacy may be breached, putting high profile or already vulnerable children and young people at risk if not managed correctly.

Images can be shared in a click, or easily printed off and as a result image usage comes with an obligation to ensure the rights and safety of the children and young people captured in images are protected.

The risk comes from:

- Taking inappropriate or illegal images of children and young people.
- Children and young people taking and sharing inappropriate images of their friends and team-mates
- The image and identification of the child or young person in the wording relating to the image may result in them being identified (such as adopted children), contacted or information gained to enable grooming, either face-to-face or via a social media platform.
- Publication or sharing of images inappropriately to exploit, embarrass, or harass children and young people.
- Parents and caregivers may give consent but not fully understand which device will be used, who it belongs to, how images and recordings are shared and stored.

The purpose of this policy

The purpose of the policy is to provide guidance to protect and safeguard children and young people and identify any breaches swiftly. Images for which there is consent for an appropriate purpose such as coaching, parental pride, celebrating good skating, and publicity are permitted. Conversely the use of any images or video, whether there was consent for a specific purpose or non-consented images, that are used for inappropriate, exploitative, degrading viewing is not permitted.

Who this policy and procedures applies to?

This policy applies to all staff, contractors, and volunteers providing services for or associated with Ice Speed Skating New Zealand.

The policy applies to all children and young people who staff, and regular volunteers, come into contact with while carrying out their role at Ice Speed Skating New Zealand.

Everyone wishing to film or take photos of children and young people at Ice Speed Skating New Zealand has a responsibility to comply with the following guidance.

Safe use of images of children and young people

- All staff members, contractors, and volunteers will be made aware of this policy and receive training.
- All children, young people, parents, caregivers and whānau will be made aware of this policy.
- Ensure parental/caregiver/whānau consent is obtained via Ice Speed Skating New Zealand Consent Form - Use of Imagery (Appendix 7).
- Verbal consent alone must not be accepted under any circumstance.
- If parental consent is not given, inform approved photographers and staff of any children and young people who must not be photographed.
- Do not publish photographs with the full name(s) of children and young people unless you have written parental consent and you have informed the children, young people, parents, or caregivers and whānau how the photograph will be used.
- Do not use images of children and young people and detailed personal information in publications, including websites or blogs.
- Promote a culture within Ice Speed Skating New Zealand that the reporting of breaches of this policy by staff and volunteers is in order to keep children and young people safe.
- Consider the purpose of capturing the image. Is it necessary? Does it benefit the child or young person or Ice Speed Skating New Zealand? Could a file image or illustration be used?

Minimising the risk

- Photography in changing rooms, toilets, and showers is not allowed under any circumstances.
- Parents, caregivers, whānau, and the children and young people must not take images of themselves or other children and young people in a changing room, toilet, or shower.
- Children and young people must be dressed in kit related to ice speed skating and in clothing that does not expose them unnecessarily.
- Images should focus on the ice speed skating, rather than individual children and young people where possible.
- Inform parents or caregivers prior to the event that an approved photographer will be in attendance.
- Do not permit unsupervised access to children or young people by any person taking photographs on behalf of Ice Speed Skating New Zealand
- Do not permit one-to-one photo sessions with any person taking photographs on behalf of Ice Speed Skating New Zealand.
- Do not permit photo sessions away from the event – for instance, at a young person's home.

Respecting the rights and wishes of the child or young person

- Inform children and young people prior to the event that an approved photographer will be in attendance. Ask for their consent for photos to be taken.
- Inform children and young people of this policy and safe working practices related to this policy to enable them to alert Ice Speed Skating New Zealand of any breaches.
- At the time, prior to capturing the image or recording, obtain verbal consent from the child or young person to ensure they are happy to proceed, even if parental consent was obtained.
- Explain to the child or young person the purpose of capturing the image and how it will be used and stored.
- Offer to show the child or young person the image to ensure they are happy for it to be used prior to sharing or publicising.
- If they decline, do not proceed, even if a parental consent form is signed.

- In situations when parental consent is not given, it must be respected and communicated with staff members to ensure the rights of the child are safeguarded and protected.
- Full names of children and young people should never appear alongside their image on any organisations' social media platforms.

Storage and sharing of images

- Photographs or recordings of children and young people must be kept secure and not shared unless for the purpose the image was taken in accordance with the signed parental consent form.
- Photographs and recordings must only be shared with approved members, e.g., the person responsible for marketing, social media, or newsletters.
- Breaches related to the storage and sharing of images and recordings must be reported to Ice Speed Skating

New Zealand's Child Safeguarding Representative (CSR) immediately.

- Hard copies must be kept in a locked cupboard or drawer.
- Electronic photographs and recordings must be securely stored.

Responding to complaints and concerns

It is important that concerns or allegations related to inappropriate taking or use of images of children and young people are dealt with in the same way as any other child-protection issue. This includes concerns about professional photographers.

Always consult with your CSR and follow Ice Speed Skating New Zealand's Child Safeguarding Policy.

APPENDIX 7

Consent Form

– Use of Imagery

In accordance with Ice Speed Skating New Zealand’s Media Policy (Photographing, Filming and use of Images of Children and Young People) Ice Speed Skating New Zealand does not permit photographs, video, or other images of children and young people under the age of 18 to be taken without the consent of the child or young person’s parents or caregivers.

Ice Speed Skating New Zealand uses photographs and video recordings to celebrate the success of our members and for promotion and marketing purposes. The identification of the child or young person will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs and video recordings that are child safe and appropriate.

To be completed by parent, caregiver, or whānau and relates to:

Name of child or young person:

- I give permission for images be used within Ice Speed Skating New Zealand for display purposes.
- I give permission for images to be used within other printed publications.
- I give permission for images to be used on the Ice Speed Skating New Zealand website.
- I give permission for the above-named to be recorded/filmed for use on the Ice Speed Skating New Zealand website.
- I give permission for the above-named's photograph to be used on Ice Speed Skating New Zealand social media pages.
- I give permission for the above-named to be recorded/ filmed for use on Ice Speed Skating New Zealand social media pages.
- I give consent to photographs and images of the above-named only to be captured on devices approved in line with the Ice Speed Skating New Zealand's Media Policy (Photographing, Filming and use of Images of Children and Young People).
- I give consent for photographs and images of the above-named only to be shared by the means detailed in Ice Speed Skating New Zealand's Media Policy (Photographing, Filming and use of Images of Children and Young People).
- I give permission for the above-named's first name only to be published with any photograph.
- I have read or made aware of how photographs or videos will be shared and stored by Ice Speed Skating New Zealand.
- It is my responsibility to inform Ice Speed Skating New Zealand of any changes in the above-named's situation that may result in me denying consent for the capturing, sharing or storing of photographs or video's, or the identification of the above-named alongside such images.

Name of parent, caregiver, or whānau:

Signature of parent, caregiver or whānau:

Date: _____