

Club Guidance – Photography and Filming Commitment

Who is this policy aimed at?

This Photography and Filming guidance document is aimed at Clubs that engage with children, young people and adults at risk and their families through a variety of motorsport related activities; this ranges from competitive championship events to educational programmes designed to foster a love and understanding of motorsport. Clubs are required to consider their responsibilities in relation to Photography and Filming at Motorsport UK permitted events.

The aim of this guidance is to:

- Safeguard children, young people and adults at risk when participating in motorsport events by preventing unwanted images being taken and/or shared publicly.
- Support Clubs to ensure that they have the correct protocol in place to protect their members, volunteers and spectators at their events from having their images captured and/or distributed.
- Support clubs to generate an appropriate response and process for handling the capture and distribution of images, ensuring they are consistent and compliant with legal requirements.

Photography and Filming can often be part of the enjoyment and celebration in our sport; it enables families and spectators to share their successes and participation in our sport.

It would be impossible to prevent photography at every event; Motorsport UK do not advocate for this. Instead, Clubs must ensure that appropriate guidelines and boundaries are in place to mitigate safeguarding risks.

We aim to strike the right balance between allowing photos and videos to be shared and celebrated and maintaining the privacy of our participants.



Club Photography and Filming Policies

Every club should have a Photography and Filming Policy in place to safeguard and protect their members. This should be distributed amongst club members to show that [INSERT CLUB NAME] are aware of the potential risks and have a plan to mitigate these risks.

Taking, storing and using images can post several risks to both the individual and the Club; this could include the following Safeguarding and data protection risks:

- Vulnerability to grooming via identifiable information, for example drive name, number or team.
- Ability to trace children, young people or adults at risk who have been removed from a person's life for safety reasons, for example adoption, domestic abuse or other child protection orders.
- Images and videos shared online will stay with the child forever – this could affect them in later life.
- Images of a child can be downloaded and shared – this allows the to be adapted to include inappropriate content relating to child abuse.
- Breach of data protection legislation.

Photography and Filming Policy should include:

- Information about how the club stores, shares and uses images
- How consent will be obtained and how people can withdraw consent
- Advice for parents on sharing images online
- Guidelines for professional photographers on acceptable content capture and use
- Links to Club Safeguarding Policy
- The process and requirement for Photographers to be identifiable
- The Club's response to concerns about unauthorised image capture and distribution
- A reporting route for members to raise concerns regarding Photography and Filming or sharing images online



Third Party Contracted Photographers

When commissioning professional photographers (including filming) or inviting any media outlets to cover our events, [INSERT CLUB NAME] will ensure they are clear on our Photography and Filming Policy and expectations. We will:

- Brief them on what is considered appropriate image capture and content
- Inform them of our commitment to Safeguarding children, young people and adults at risk
- Establish who and how images and content will be stored and how long for
- Issue them with accreditation that must be worn at all times to ensure they are recognisable
- Inform photographers of any child, young person or adult at risk who has not given consent to be photographed
- Not allow unsupervised access to children, young people or adults at risk

Non-Consent

When consent has not been given to photograph a person at our events, [INSERT CSO NAME] will ensure that the relevant parties are made aware. This may include providing a badge or sticker to make the person easily identifiable.

Filming as a Coaching Aid

Filming is often used within the motorsport community to provide visual aid when coaching. It can be used to highlight aspects of performance or review previous events. [INSERT CLUB NAME] will ensure that children, parents and guardians informed of this prior to filming taking place and will always gain consent before doing so.

Minimising Risk to Children, Young People and Adults at Risk

[INSERT CLUB NAME] will work to reduce the risk to members of the community via the following means:

1. Image Capture

- Aim to capture the activity rather than the specific individuals
- Images and videos should always be taken in appropriate settings. For example, not in changing rooms where a person may be in a state of undress



- Posters will be displayed around the Club and at permitted events to inform attendees that images and videos may be taken
- Consent [forms](#) will be distributed and stored securely by the club and Motorsport UK.
- Ensure any hired professional photographers and videographers are accredited, briefed of our policy and identifiable throughout the day

2. Image Sharing

- Always ensure that those photographed are appropriately dressed when sharing images or videos. This includes safety equipment.
- Do not share images or videos with specifics that allow children to be identified – for example, bib number or full name.
- Only share images and videos with the consent of involved parties.

3. Storing Images

- Images that specifically identify children will be stored securely for a set amount of time and only with the consent of the child and their parent / guardian.
- Both physical and digital images and videos will be stored securely.

Safeguarding Considerations

[INSERT CLUB NAME] allow photography at events, but please adhere to the following guidelines:

- Spectators are encouraged to take photographs and videos of the events and activities, rather than specific individuals.
- Images identifying participants under the age of 18 must not be shared or posted online without the consent of both the child and parent / guardian.

All concerns regarding photography and filming etiquette must be reported to our Club Safeguarding Officer, [INSERT CSO NAME] as soon as possible.

All officials, volunteers and club staff will be made aware of the Club's policy on Photography and Filming and will be made aware of any implications – for example, staff and volunteers will not take photos on their personal phones.

Where consent has not been given for a child, young person or adult at risk to be photographed, [INSERT CSO NAME] will make photographers aware of this. No child will be prohibited from participating due to absence of photographic consent.



Image Capture Consent Form

Participants' Details:

- Name of Child / Young Person: _____
- Date of Birth: _____
- Licence Number (if applicable): _____

Parent/Guardian Details

- Name: _____
- Relationship to Participant: _____
- Licence Number (if applicable): _____
- Address: _____
- Contact Number: _____
- Email Address: _____

Event Details:

- Name of Event: _____
- Date(s) of Event: _____
- Location of Event: _____
- Organising Club (If applicable): _____
- Type of Event: _____

Consent for Photography and Filming:

[INSERT CLUB NAME] is committed to the safeguarding and welfare of all children, young people and adults at risk participating in its events. [INSERT CLUB NAME] may use photography and filming as part of its activities for the purpose of education, promotion and celebration of motorsport activities. Images and footage may be used in print, digital media, social media, or other forms of communication channels associated with [INSERT CLUB NAME].

Please read and tick the appropriate boxes:

1. Image Capture

I hereby grant [INSERT CLUB NAME] and its representatives, affiliates and authorised representatives permission to take photographs and/or video recordings of my child.

I do not grant permission for photographs and/or video recordings to be taken of my child.



2. Image Sharing:

I consent to the use of images/footage taken and obtained by [INSERT CLUB NAME] for promotional materials, educational content, social media, and other publications.

I consent only to the use of image/footage internally within [INSERT CLUB NAME] for training or educational purposes and not for public viewing.

I do not consent to the use of images/footage outside of the immediate context of the event.

3. Withdrawal of Consent:

I understand that I may withdraw my consent at any time by notifying [INSERT CLUB NAME] in writing, though I acknowledge that it may not be possible to remove images of footage already published or shared.

4. Image Storage:

Your child's images/footage will be stored securely and only accessed by authorised personnel. [INSERT CLUB NAME] complies with all data protection legislation in the handling and storage of photographic and video content.

Parent/Guardian Signature:

I have read and understood the conditions of this consent form regarding the photography and filming of my child during [INSERT CLUB NAME] events. I agree to the terms outlined above and acknowledge my responsibility to update [INSERT CLUB NAME] should any details or consent preferences change.

Signature: _____ Date: _____

Please return this completed form to the event organiser or Club Safeguarding Officer at [INSERT CLUB NAME]. For any questions or concerns regarding this consent form or how images and footage will be used, please contact [INSERT CSO NAME].

Thank you for your cooperation and support in creating a safe and positive environment for all participants.