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Photography, Video Recording & Filming Policy

Safeguarding children, adults at risk and all participants | Proposed for club approval

Policy owner	Club Welfare Officer
Chairman	Jamil Trofder
Club Secretary & Welfare Officer	Garry Neave-Houghting
Safeguarding email	garry.mtfc@gmail.com
Safeguarding telephone	07538 973069
Version	1.0 — November 2026
Status	Approved
Review cycle	At least annually and following material changes or incidents

1. Purpose and commitment

Maldon & Tiptree FC recognises that photographs, video, livestreams and other recordings can celebrate football and support coaching, promotion and participation. They can also expose children and adults at risk to unwanted identification, contact, exploitation or misuse. The club will take a proportionate, safeguarding-led approach to creating, using, storing and sharing images, in line with applicable FA and league guidance, UK data protection law and the club's safeguarding and social media policies.

2. Scope and responsibilities

This policy applies to club officials, employees, coaches, volunteers, players, parents/carers, contractors, media representatives and any person photographing or filming at club-organised activities. The Chairman has overall oversight; the Club Welfare Officer (CWO) advises on safeguarding concerns and reporting; the designated media lead manages permissions, access, publication and removal requests. All personnel must follow the policy and report concerns promptly.

3. Consent, information and choice

Before planned photography or filming involving under-18s, the club will give parents/carers and young people clear information about the purpose, intended channels, likely audience and retention. Obtain and record appropriate parental/carer permission and seek the child's agreement in an age-appropriate way. An objection by a child must be respected even where parental permission exists. For adults, use an appropriate lawful basis and explain the use; seek consent where required or appropriate, especially for promotional close-ups. Adults at risk must not automatically be treated as lacking capacity: support their own decision-making and follow the Mental Capacity Act 2005 where relevant. Record and honour opt-outs and withdrawal requests for future use, while explaining that already-distributed content may not be fully retrievable. Consent to participate in football is not consent to publicity.

4. Protecting identity and personal information

Do not publish full names alongside identifiable images of under-18s as routine practice, or combine an image with address, school, contact information, live location or other details that increase risk. Exceptions, such as official team announcements, require a documented safeguarding assessment and suitable permissions. Check whether any child or adult has a confidentiality, protection, placement or other safety restriction; do not disclose reasons to other spectators. Use neutral captions and avoid revealing sensitive personal or health information.

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5. Appropriate images and conduct

Images should be respectful, relevant to football and focused on participation rather than individuals' bodies. Do not take or publish images that are sexualised, humiliating, intrusive, discriminatory, misleading or likely to cause distress. No photography or recording is permitted in changing rooms, showers, toilets, treatment areas where privacy is expected, or during intimate care. Do not use concealed cameras or personal devices for unauthorised recording. Obtain appropriate permission before filming medical treatment, disciplinary matters or private conversations.

6. Matchdays, training and events

Display clear notices explaining that photography/filming may occur and provide a route to raise concerns. For organised club media, nominate authorised photographers and identify restricted areas. Coaches and event leads should know which participants must not be photographed or identified, without publicly revealing why. Where a person opts out, use practical alternatives such as camera-free areas, framing adjustments or excluding footage. Spectators may take ordinary personal photographs subject to venue rules, but the club may intervene where conduct threatens safety or breaches this policy. The club cannot guarantee control of all images taken by members of the public.

7. External photographers, press and commercial filming

Media access and any pitchside or restricted-area permissions must be authorised by the club. Brief external photographers and videographers on safeguarding expectations, prohibited locations, permitted uses, publication arrangements and how to report concerns. Require appropriate credentials and checks where the nature of a role makes them legally or operationally necessary; press accreditation alone does not replace safeguarding controls. Commercial, sponsor and third-party use requires prior written club authorisation and any necessary participant permissions and data protection arrangements.

8. Livestreaming and match analysis

Before livestreaming, assess risks from real-time location, identifiable children, chat/comments, replay and clipping. Tell participants and parents/carers where streams will appear and how long recordings will remain available. Moderate comments where practicable and promptly report/remove abusive or exploitative content. Coaching or performance-analysis footage must have a defined purpose, restricted access and an agreed retention period; it must not be repurposed for marketing without a separate assessment and suitable permissions.

9. Social media and sharing

Only authorised club account holders may publish on official channels. Check permissions and safeguarding restrictions before posting, tagging or reposting. Never ask a child to send private photographs or videos to a coach or club official via one-to-one messaging. Use approved communication channels and include parents/carers where appropriate under the club's social media policy. Staff and volunteers must not use their personal accounts to circulate non-public images of participants. Remove inappropriate comments, tags or posts promptly and preserve evidence if a safeguarding incident is suspected.

10. Storage, access, retention and deletion

Store club-owned media on approved, access-controlled systems rather than unmanaged personal devices. Limit access to those who need it, use strong authentication, avoid unnecessary transfers and document sharing with external providers. Maintain a practical retention schedule linked to purpose, legal obligations and safeguarding needs; periodically delete material no longer needed. Respond to data protection requests and breaches under club procedures, escalating where necessary to the responsible data protection lead and the Information Commissioner's Office.

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11. Reporting concerns and taking action

If an image, filming activity or contact causes concern: prioritise immediate safety; do not investigate or confront an alleged offender in a way that could compromise evidence; record facts, dates, links and accounts securely; and report promptly to the CWO. Where a child or adult is in immediate danger call 999. Where there is a safeguarding concern, the CWO will consider referral to Essex FA safeguarding personnel, statutory children's or adults' safeguarding services, or police as appropriate. If the concern involves the CWO, report to the Chairman, Essex FA or statutory agencies directly. Suspected illegal imagery must not be downloaded, copied or forwarded; seek police/FA guidance on preserving evidence.

12. Breaches and enforcement

Breaches may result in removal of media access, requests to stop filming or remove material, exclusion from club premises, disciplinary action, referral to The FA/Essex FA or statutory agencies, and/or police action. Decisions must be proportionate, recorded and consistent with safeguarding, employment, disciplinary and data protection procedures. The club will support affected individuals and take steps to prevent recurrence.

13. Training, communication and review

The club will communicate this policy at induction and make it accessible to participants, parents/carers, staff and contractors. Relevant personnel will receive role-appropriate safeguarding and data protection briefings. The CWO and Chairman will review the policy at least annually, after a serious incident or when FA guidance or legislation changes. Related documents include the club's Safeguarding Children Policy, Safeguarding Adults at Risk Policy, Social Media Use Policy, Data Protection/Privacy Notice and Codes of Conduct.

Quick reporting contacts

- Club Welfare Officer: Garry Neave-Houghting | garry.mtfc@gmail.com | 07538 973069
- Emergency danger or crime in progress: 999 | Police non-emergency: 101
- For FA/County FA and local authority referral details, use current official directories; verify before circulation.

Approval and sign-off

This policy takes effect only when formally adopted by Maldon & Tiptree FC. Approval does not represent endorsement or certification by The Football Association.

Chairman: Jamil Trofder

Signature: Signed by: 32EBD88F89AF41C... Date: 12th November 2026

Club Secretary & Welfare Officer: Garry Neave-Houghting

Signature: Signed by: 7AE83006FE7D429... Date: 12th November 2026

Next review date: 12th November 2027