



Knottingley Canoe Club

Photography & Videography Policy

Current approved KCC controlled document.

Field	Value
Generated	2026-09-01 11:11 BST
Document set	current-policies
Documents included	1

Photography and Videography Policy

Field	Value
Document type	Policy
Version	2
Last updated	2026-05-11
Owner	KCC Committee / Welfare Officer / Communications Lead
Approved by	KCC Committee and KCC members at AGM
Approval date	2026-05-11
Last reviewed	2026-05-11
Next review due	2027-05-11
Review cycle	Annual unless a different review cycle is agreed.

Purpose

Define how photographs and videos should be taken, stored, shared and published while protecting privacy and safeguarding interests.

Scope

Applies to photography and video connected to KCC activities, events, training, coaching, publicity, website use and social media.

Document Content

Knottingley Canoe Club recognises the value of photography and video in celebrating the achievements of our members and promoting the sport of paddling. However, we are committed to ensuring that images and videos are used appropriately and with respect for the privacy and safety of our members, particularly children, young people and adults at risk.

1. Purpose of the Policy

This policy outlines the guidelines for taking, using, and publishing photographs and videos of club members during activities, events, and training sessions. It aims to protect members from potential misuse of their images and ensure all media is used responsibly.

2. Key Concerns

The primary concerns related to photography and video recording include:

The identification of individuals when images are accompanied by personal information.

The taking of inappropriate or unauthorised images of members, particularly children.

3. Consent for Photography and Video Recording

Parental/Guardian Consent: Consent must be obtained from parents or guardians for any photographs or recordings of children under 18. This includes consent for both taking and publishing images.

Adult Consent: Adult members must provide their consent for photography and video recording during club activities. Consent forms are available in the membership pack.

Special Considerations: Images of individuals who are known to be subject to a court order or who have not given consent should not be taken or published.

4. Guidelines for Taking Photographs and Videos

Appropriate Dress: Images should show people in clothing suitable to the activity and context. Avoid images that could embarrass, sexualise, exploit or otherwise place a participant at risk.

Focus on Activities: Images should focus on the activity rather than on specific individuals, especially children, unless consent is specifically given.

Coaching Use: Coaches may use video recording as a legitimate coaching tool; however, care must be taken in how this material is stored and shared.

Identification on Request: Parents, guardians, and spectators taking photographs or recordings must be prepared to identify themselves and state their purpose if requested by club officials.

5. Guidelines for Publishing Photographs and Videos

Avoid Personal Information: Do not publish personal details such as addresses, phone numbers, or email addresses of individuals featured in images.

Naming Individuals: It is permissible to name individuals in images, but additional personal details should never be disclosed.

Sensitive Use: Extra care should be taken when selecting images for publications, social media, or the club's website, especially those involving children.

6. Prohibited Actions

No Photography in Changing Areas: Photography and video recording are strictly prohibited in changing rooms, restrooms, or any private areas.

Inappropriate Images: Any instance of inappropriate images being taken or shared must be reported immediately to the Club Welfare Officer or relevant authorities, including Paddle UK or the police where appropriate.

7. Reporting Concerns

Members or parents with concerns about inappropriate use of images or videos should report these to the Club Welfare Officer or another club official promptly.

Changelog:

- 2026-05-11: Updated safeguarding terminology and image-use wording to align with the new safeguarding policy set.
- 2026-05-11: Standardised document control, purpose and scope structure for policy PDF generation.