

# SCHOOL GAMES



## Merseyside School Games

# PHOTOGRAPHIC EQUIPMENT PROCEDURE



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## 1. Consent

- **Parental/Guardian Consent:**
  - Written consent must be obtained from a parent or guardian before taking or using any photographs or videos of young people.
  - Consent forms should clearly state the intended use of the media (e.g., promotional materials, social media, or newsletters).
  - Provide parents/guardians with an option to opt-out if they do not want their child photographed or recorded.
- *As part of MSP's online registration process, we ask teachers to ask parents for consent of young people to be photographed as well as being captured on video.*

## 2. Safe Practices for Photography and Video Recording

- **Identification and Anonymity:**
  - We will avoid including personal details (e.g., full names, addresses, or contact information) in photos or videos.
  - We will only use images where young people are suitably dressed to reduce the risk of inappropriate use.
- **Purpose of Images:**
  - We will clearly define the purpose of taking photographs or videos (e.g., event promotion or skill development analysis).
  - We will avoid taking or using images that could be considered exploitative or inappropriate.
- **Authorised use of photo and video:**
  - When completing the online registration all school staff must agree or disagree for photographic and videography consent of their young people attending the event. If one young person does not consent then the whole school will be treated as such. We will adhere to all schools preferences and will compile a list of schools not to be in photos and videos.
  - We will share the list of schools who can't be photographed with all schools attending the event.
  - We will make it clear to schools the MSP staff member who will be taking photos and videos for the event.

## 3. Storage and Use

- **Storage:**
  - Securely store all photographs and videos on password-protected devices or platforms.
  - Only retain media for as long as necessary for the stated purpose, after which it should be securely deleted.
- **Sharing:**
  - Use images responsibly on websites and social media, ensuring they comply with the consent provided.
  - Avoid sharing images with third parties unless explicit consent has been obtained.

## 4. Event Management

- **Photography at Events:**
  - Display clear signs at events indicating that photography or filming may occur.
  - Provide parents/guardians and participants the opportunity to raise concerns about photography.
- **Third-Party Photographers:**
  - Ensure external photographers or media personnel are briefed on safeguarding requirements and supervised at all times.
  - Require third parties to sign an agreement outlining their responsibilities and restrictions on image use.

## 5. Reporting Concerns

- **Inappropriate Use of Images:**
    - Any concerns about the misuse of photographs or videos must be reported immediately to the safeguarding officer.
    - Follow MSP's safeguarding procedures to address and escalate concerns where necessary.
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## 6. Regular Review

- This procedure will be reviewed annually or after any incident to ensure it remains effective and up to date.