Khegai Taekwondo Club

Photography and Filming Policy

Policy owner: *Club Owner / Safeguarding Lead*
Club contact: *ana@khegaitaekwondo.com | 01223 910776*
Version: *1.0*
Adoption date: *3/11/2026*
Review date: *Annually after adoption*

1. Purpose

Khegai Taekwondo Club recognises that photographs and videos can be a positive way to celebrate students' achievements, promote the club and record activities.

However, the safety, dignity and privacy of children must always come first.

This policy explains how the club takes, stores and uses photographs and videos, and how it protects children from inappropriate or unauthorised use of their images.

2. Scope

This policy applies to:

- The Club Owner.
- Any authorised assistant or instructor.
- Parents, guardians and other visitors taking photographs or videos at club activities.
- Any external photographer or person invited to record a club activity.

It applies to regular classes, demonstrations, seminars, competitions and other club activities.

3. Consent and children's wishes

The club will obtain written permission from a parent or legal guardian before taking and using an identifiable image of a child for club purposes.

Permission will be requested separately for different uses, such as:

- Photographs or videos used within the club.
- The club website.
- Instagram and Facebook.
- Printed flyers, posters and brochures.
- Other promotional materials.

Giving permission for one use does not automatically mean permission has been given for every other use.

The club will also explain the purpose of photography and filming to children in an age-appropriate way and respect a child's wishes.

If a child does not want to be photographed or filmed, the club will respect that decision and will not include them in identifiable publicity photographs or videos.

A child must not be pressured to take part in photographs or filming.

4. When permission has not been given

If a parent or guardian has not given permission for publicity images:

- The child must not be included in identifiable publicity photographs or videos.
- If an image containing the child is otherwise suitable for use, the child's face and other identifying features must be blurred or obscured before publication.
- The club will take reasonable steps to avoid capturing the child in the first place.

The club will keep a secure record of permissions, restrictions and any later changes.

5. Who may take photographs and videos?

The Club Owner or an authorised assistant or instructor may take photographs or videos for approved club purposes.

Images must be appropriate and must show children participating in Taekwondo activities in a respectful and positive way.

The following are not permitted:

- Images that are humiliating, embarrassing or disrespectful.
- Images of children changing or in changing areas.
- Images taken in toilets or other private areas.
- Images that show children in inappropriate clothing.
- Photography or filming that interferes with training, supervision or safety.

Photographs and videos must never be taken for personal, unrelated or inappropriate purposes.

6. Use of images and personal information

The club may use approved images for the purposes selected by the parent or guardian, such as club publicity and celebrating student achievements.

The club will:

- Avoid publishing a child's full name alongside their photograph.
- Avoid publishing personal details such as home address, school, contact details or routine location information.
- Use first names only where identification is necessary and appropriate.
- Check that the image is suitable for its intended audience and purpose.
- Avoid sharing images in a way that could put a child at risk.

Images will not be passed to unrelated third parties or used for a new purpose without an appropriate basis and, where required, further permission.

7. Storage and security

Photographs and videos will be treated as personal information and stored securely.

The club's planned arrangements are:

- Images may be temporarily stored on the Club Owner's password-protected phone while being transferred.
- Approved images will be transferred to a restricted private OneDrive folder on the password-protected work laptop.
- The transfer will be checked before unnecessary copies are deleted from the phone.
- Access to stored images will be restricted to the Club Owner and any specifically authorised person who needs access.
- Images will not be stored on shared or publicly accessible devices or accounts.

Images will be kept only for as long as necessary for their intended purpose. Unnecessary images and duplicates will be deleted securely.

8. Parents, guardians and visitors taking images

Parents and visitors should respect the privacy and wishes of all children attending club activities.

Before taking or sharing photographs or videos that include another child, they should obtain permission from that child's parent or guardian and respect the child's own wishes.

The club may restrict photography or filming at a particular activity if this is necessary to protect children's privacy or safety.

Anyone concerned about photography or filming at a club activity should speak to the Club Owner.

9. External photographers

If the club arranges for an external photographer or videographer to attend an activity, the club will:

- Agree the purpose and scope of the photography in advance.
- Inform parents and children beforehand.
- Obtain the required permissions before taking or using identifiable images of children.
- Make sure the photographer is identifiable to those attending.
- Ensure the photographer is not given unsupervised access to children.
- Explain how images will be used, stored and shared.
- Address any concerns about inappropriate or intrusive photography through the club's safeguarding procedures.

An external photographer will not be permitted to use images for unrelated purposes.

10. Sharing images online

The club understands that images shared online may be copied, downloaded or shared by other people.

Before publishing an image, the club will check that:

- The necessary permission has been recorded.
- The child is comfortable with the image being used.
- The image is appropriate and does not reveal unnecessary personal information.
- The intended platform and purpose are covered by the permission given.

If permission is withdrawn, the club will stop using the image in future publications and remove it from club-controlled online channels where reasonably possible.

The club cannot guarantee removal of copies that have already been shared or saved by other people.

11. Withdrawal or change of permission

A parent or guardian may change or withdraw permission by contacting the club:

Email: ana@khegaitaekwondo.com
Telephone: 01223 910776

The Club Owner will record the request and update the club's permission records.

The club will stop future use of the image for the relevant purpose and remove existing images from club-controlled channels where reasonably possible.

Withdrawal will not affect the lawfulness of use that took place before permission was withdrawn.

12. Concerns or misuse of images

Any concern about inappropriate photography, filming or sharing of a child's image should be reported to the Club Owner as soon as possible.

The club will:

- Take the concern seriously.
- Consider any immediate risk to the child.
- Record the concern and action taken.
- Follow the club's Safeguarding and Child Protection Policy where appropriate.
- Seek advice or make a referral to the relevant safeguarding authority or police where necessary.

13. Related policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy.
- Data Protection Policy.
- Privacy Notice.
- Student Registration and Parental Consent Form.
- Photography and Video Consent Form.
- Club Code of Conduct.

14. Review and approval

This policy will be reviewed at least annually and whenever the club's photography, filming or communication arrangements change.

Approved by: Club Owner / Safeguarding Lead
Name: Anastasia Khegai
Signature: _____
Date: _____