

CASTLE JUNIORS FOOTBALL CLUB



Photography and Social Media Policy - Version 3

1.0 Introduction

1.1 Castle Juniors Football Club recognises that social media is a popular means of communication, and allows the Club and its members to share information and views. We are, however, always conscious that we have a duty to safeguard children and adults at risk, including our players. This policy therefore sets out how we will use photography and social media to support our aims whilst fulfilling our duties.

2.0 Taking of photography

2.1 Anyone wishing to take photographs or videos of any Club activities must comply with the following:

- Consent must be given by the Club coach in charge of the activity, before any photographs are taken;
- If the activity involves players from other clubs, the coach in charge of the other players must give their consent prior to photographs being taken;
- If the activity is a league or cup match, any requirements of the league/ cup organisers and the referee must be complied with (for the South Belfast Youth Football League, this requires a certificate, including a photograph, issued by the league);
- Imagery taken of activities should focus on the activity and not on the individual;
- All individuals included in the imagery must be appropriately dressed (a minimum of vest or shirt, and shorts). No images may therefore be filmed in changing rooms, showers or toilets.

2.2 If any relevant consents are withheld, the Club will ensure that no one associated with it takes any photographs. This is notwithstanding the fact that taking photographs in a public place is not an offence even when asked not to do so.

2.3 If the Club commissions a professional photographer to take images, the Club will be responsible for ensuring that the photographer is briefed on and complies with the Club's policy.

2.4 If the Club organises tournaments or similar events, we will request permission from clubs entering the event that photographs and videos are taken including their players, indicating how those images will be used. If any club withholds consent, we will ensure that anyone we have approved to take photographs at the event is aware of and honours this position.

3.0 Sharing and displaying of photographs

3.1 The following must be complied with when sharing and displaying photographs and videos of Club activities:

- Written parental consent must be provided for use of the images. This forms part of the Club registration form; but anyone posting imagery must ensure that it excludes identifiable images of any player whose parents have withheld consent to their inclusion in images (the Management Committee can provide this information on request);
- Ensuring that appropriate procedures are followed with regard to any children who are under care proceedings. The Club will rely on the information provided on the Club registration form to identify any such instances, and clarify with parents and/ or the relevant authorities the appropriate procedures to follow in such cases;
- No images are to be published with the full name(s) of individual(s) featured unless there is prior, written consent from parents to do so, with the parents having been informed as to how the images will be used;
- If relevant permissions have been given, images may be used with full names of individuals in, for instance, newspaper reports of matches;
- If, however, the image is to be used on social media, limiting the control the Club can place on the use of the image, no child will be identified in an image with their full name;
- Images will only be used in line with the consents given - both the general consents on the Club registration form, and any specific consents provided.

4.0 Social media policy

4.1 Any Club social media presence will be authorised by the Management Committee. Anyone coming across social media material purporting to be from the Club, which is not authorised by the club or appears not to comply with this policy should report it to a member of the Club Management Committee.

4.2 All Club social media presence will comply with the rules contained in this document on the use of imagery.

4.3 The Club will monitor its social media presence to ensure that:

- There are no posts making inappropriate comments about other clubs, players or referees, or about any controversial or potentially inflammatory subjects;
- There is no hostile or harassing content, including anything in conflict with the Club's Equality and Anti-Discrimination Policy;
- Any copyrighted material is published with the consent of the copyright owner and used in line with that consent;
- Any responses to the Club on social media also comply with this policy, and if not, they are removed from the social media and the sender of the information

informed why this is;

- No Club site will 'follow' (or similar) any person who is or may be under 18 years of age;
- No Club official or volunteer will text or private message anyone who is or could be aged 18 or under, except if parental consent has been given. For Club members, this will be provided through the Club registration form;
- There is not to be any personal communication between individuals taking place on the club sites, unless this is explicitly related to Club activities.

4.4 If any defamatory or hostile remarks about the Club are found by a Club member on social media, they should be reported to the Management Committee, who will determine what action will be taken.

4.5 To ensure compliance with this policy, all Club social media presence will be in the form of closed or hidden groups (or similar) with the exception the Club websites, the Club Facebook pages and the Club Twitter accounts. All Club groups will be authorised by the Management Committee. The Club webmaster and at least one member of the Club Management Committee must be members of each Group, and a named individual will be authorised by the Management Committee to operate the group and to ensure compliance with this policy.

4.6 The Club webmaster is responsible, on behalf of the Management Committee, for ensuring that the official Club sites comply with this policy.

4.7 If any member of the Club at any time has any concerns about the Club's social media presence, they should report it to a Management Committee member for review; or if a child may report it to their parents for reporting to a Management Committee member.

4.8 The Club recognises its responsibilities to safeguard children and adults at risk. Club volunteers must not accept as a friend on their own social media accounts, or share their personal social media sites with, any members of the Club who are under 18, unless they are direct relations.

Signed:

Trevor Reid

**TREVOR REID
CHAIRPERSON**

Darren Wright

**DARREN WRIGHT
SECRETARY**

Date: 11 January 2018

Version	Date	Changes
1	May 2014	
2	February 2017	Minor changes to maintain consistency with other policies
3	January 2018	Minor changes to maintain consistency with other policies
	February 2021	Moved to new header - no change in content, so no new version number applied