

## **Use of Photographic and Mobile Equipment**

The Irish Pony Club has adopted a policy in relation to the use of images of members on their websites and in other publications as there have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Where possible we will avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Guidelines for use of photography:

- If a photograph is used on a website, do not name the member.
- Ask for the member's permission and their parent's permission to use their image (see Photographic Use Permission statement in Membership Renewal Form p. 24). This ensures that they are aware of the way the image is to be used to represent the sport.
- Only use images of members in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child.
- No camera allowed where members are changing i.e. swimming pools, athletic or other changing situations.
- No unauthorized photography at site of an accident.

## **Mobile Phones**

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. In addition, mobile phones allow quick and easy contact, which can make a safe and efficient way to communicate within a branch. However, within branches, there is a need to encourage responsible and secure use of mobile phones by adults and young people.

### **Members should remember:**

- If you receive an offensive photo, email, or message, do not reply, save it, make a note of times and dates and tell a parent or Children's Officer or the DC of your branch.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers.
- Change your phone number in cases of bullying and harassment.
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms.
- Treat your mobile phone as you would any other valuable item so that your guard against theft.

- Phones to be switched to silent during rallies, camp and training sessions unless permission has been sought due to emergency situation.

**Branch Officials and Instructors should remember:**

- Branch Officials and Instructors should not engage in personal messages to members. All Branch communication sent by mobile phone message should be sent via group messages.
- Create recognised procedure for reporting the use of inappropriate images to reduce the risks to members. Follow the child protection procedures, ensuring either the designated officer or the social service and/or Gardai are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or organiser of the event. This branch / organization will display the following information prior to the start of an event to inform spectators of the policy:

*"In line with the recommendation in Irish Pony Club Code of Conduct, the organiser of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the Secretary. On no account should children be photographed or filmed without their permission and the permission of their parents".*

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children's officer or event organiser by producing their professional identification for the details to be recorded. We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform members and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- not allow unsupervised access to members or one to one photo sessions at events not approve/allow photo sessions outside the events or at an member's home.

Videoring as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the member and the member's parent/carer.

Anyone concerned about any photography taking place at events or training sessions can contact the children's officer/ designated officer and ask them to deal with the matter.