Photography & Recording Policy

Issue: 1
Issue Date: November 2026
Review Date: November 2027
Responsible: Hitchin Netball Club Committee

The Committee is collectively responsible for ensuring this document is implemented, reviewed and updated as required.

Approval

This document was approved by the Hitchin Netball Club Committee at its meeting on 7 November 2026 and the approval is recorded in the minutes of that meeting.

Purpose

Hitchin Netball Club is committed to ensuring the safety and wellbeing of all young people in our care. This policy provides guidance on the responsible use of photographic and recorded images during club activities, in line with England Netball's Guidance – Taking and Use of Photos of Young People.

Scope

This policy applies to all individuals involved in Hitchin Netball Club activities, including:

- Players
- Parents and carers
- Volunteers and coaches
- Committee members
- Officials
- Visitors and spectators

It covers all club activities, including training sessions, matches, camps, events, trips, and online publications.

Policy Statement

Hitchin Netball Club will:

- Ensure the welfare and interests of young people are paramount in all photography and recording activities.
- Obtain written consent from parents/carers before taking and using images of young people and respect the wishes of the young person regarding photography and recording.
- Allow only authorised individuals to take photographs or record videos during club events.
- Ensure images are used appropriately to promote netball, showing young people in a positive and respectful manner.
- Avoid naming individual young people alongside their photograph or publishing personal contact details or other information that could enable them to be identified or contacted. Where possible, photographs should focus on the activity rather than an individual player.
- Store all images securely to prevent misuse.

Procedures / Implementation

- All volunteers, parents, and photographers must be aware of and comply with this policy.
- Parental/carer consent for photography and recording is collected via the club registration form at the start of each season.
- At events organised by the Club, participating clubs must ensure that appropriate photography and recording consent is held for their players and must notify the Tournament Organiser of any restrictions before photography or recording takes place. HNC will communicate the event's photography arrangements to participating clubs, officials, parents and spectators. Any images taken or used by HNC must comply with the permissions notified to the Club.
- Only authorised individuals may take photographs or record videos during club events. Authorised individuals include:
    - Coaches and volunteers appointed by the Club
    - Club officials requiring images for coaching, promotional, or administrative purposes

- Where photography or video is used as a coaching aid, the player and parent/carer must be informed of the purpose for which the images or footage will be used. Appropriate consent must be in place, footage must be stored securely and deleted when no longer required, and filming must take place within normal Club safeguarding arrangements.
- All photographs and videos are stored securely on the club Google Drive, which requires passcodes for access. Only authorised personnel may view or use these images. Images will be securely deleted when no longer needed or at the end of the season, unless required for ongoing club purposes.
- Photographs and videos may only be used and shared in accordance with the specific permission recorded for each player. Players recorded as "WhatsApp Only" may appear only in registered parent/carer WhatsApp groups and must not appear on public social media, the Club website or printed publicity. Players recorded as "No" must not be photographed or recorded.
- No images of players should be posted on public social media accounts (Facebook, Instagram, etc.) without written parental/carer consent.
- Only authorised Club officers or volunteers may post images on social media. All posts must follow the Club's Photography & Recording Policy and promote netball positively, avoiding any content that could be misinterpreted or exploitative.
- Any concerns about inappropriate photography or misuse of images should be reported immediately to the Club Safeguarding Officer.

Responsibilities

- Committee: Ensure the policy is implemented and that all volunteers and parents are informed.
- Safeguarding Officer: Monitor adherence to the policy and address concerns about misuse.
- Administration Manager:
    - Collect permission for photography on the club registration form
    - Record each player's photography permission on the Club database, including any "WhatsApp Only" or "No" restrictions.
    - Ensure this information is clearly indicated on briefing documents for events
- Coaches, Volunteers, and Parents: Model safe practice, follow the policy, and report any concerns.

Reporting Concerns

Concerns relating to misuse of photography or video should be raised with the Club Safeguarding Officer. All concerns will be managed in line with the club's Safeguarding Policy and Complaints and Feedback Policy. Serious breaches will be reported to England Netball.

Monitoring and Review

This document will be reviewed annually by the HNC Committee, or sooner if required due to changes in legislation, Club operations, or England Netball guidance.

The Committee will monitor implementation and compliance. All updates will be documented and communicated to members and volunteers.

References and Supporting Documents

Hitchin Netball Club documents

- Safeguarding Policy
- Complaints & Feedback Policy
- Data Protection Policy
- Privacy Notice
- Social Media & Online Communication Policy
- Club registration form (photography and recording permissions)

External guidance and documents

- England Netball – Guidance – Taking and Use of Photos of Young People