



## **Cambridge Diving Development Centre Photography & Publicity Policy**

### **Introduction**

This policy applies to all training sessions, activities and events run by **Cambridge Diving Development Centre (CDDC)** at GLL facilities in Cambridge, incorporating **Cambridge Dive Team (CDT)** and **Cambridge Learn to Dive (LTD)** (hereafter referred to as 'the Club' or 'CDDC') and is in line with the guidance provided by Swim England and the NSPCC. It aims to safeguard all CDDC members and applies to images taken on any type of camera or recording device and the subsequent use of these images.

CDDC benefits from using images to promote the Club and celebrate its achievements and those of its members, at events and competitions. Coaches also find it helpful to use photography as a tool to support a diver's skills development during training.

### **Notes:**

1. The term 'parent' also refers to a child's legal guardian.
2. The term 'photograph' or 'photography' refers to the capturing of both still and moving images
3. Whenever mobile phones are taken into changing rooms, GLL policy, Swim England and NSPCC guidance states that the camera facility should not be used and parents and coaches should advise divers accordingly. However, as changing facilities do not fall under the supervision of CDDC, this guidance cannot be easily enforced by the Club.
4. The Club has no control over the publishing of images and/or names of CDT divers involved in competitions outside of Club and County, for example by Swim England, DiveRecorder, etc.

### **Key Points**

- 1. The taking of photographs or video recording by spectators from the balcony or seating area is not permitted at any time during CDT or LTD training sessions.**
2. According to the photography policy of GLL (**Appendix A**), no photography is permitted in the diving pool area, when the swimming pool area is being used by members of the public not connected to CDDC.

However, if authorised in advance by GLL:

- Photography by CDDC may be permitted in the diving pool area for training purposes or for podium presentations
  - Photography by the public may be permitted for CDDC events taking place when there are no members of the public in the swimming pool area and with permission from the City of Cambridge Swimming Club
3. For all CDDC events, the photography policy will be clearly communicated to all divers, spectators, parents, participants, coaches and officials via the event programme, public address system, club noticeboard and newsletter, as appropriate. In communicating this event policy, CDDC must also ensure that all parties are advised to report any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken or images used), to the event organiser or to the Welfare Officer: [welfare@cambridgediving.org.uk](mailto:welfare@cambridgediving.org.uk).

Any reported concerns must be dealt with by the Welfare Officers in the same way as any other welfare or child protection issue according to the CDDC Child Protection Policy.



## Images Taken and Used by CDDC

- For Cambridge Dive Team (CDT)
  - a signed Consent Form (**Appendix B**) must be obtained for all members, regarding the taking and using of recognisable images of member, with or without the member's name, for Club publicity or training purposes. Parental consent must be obtained for members under the age of 18. Consent may be amended or withdrawn at any time and CDDC must take all reasonable steps to respect the wishes of the member or parent.
  - Coaches may record images of divers during training, including use of the video replay system; images should be deleted after the session, unless stored for justifiable training purposes.
  - Divers' own camera devices must not be used by any diver during training, and never by CDDC coaches.
- For Learn to Dive (LTD)
  - No photography is permitted during LTD training sessions.
  - If it is the Club's intention during a LTD event, to take and use general diving or podium images of members for Club publicity, this will be communicated on the event entry form. Entry into the event will be considered as member and parental consent to allow photography.
- If a member and/or parent will not allow photography under any circumstances, this should be communicated to the club via the Welfare Officers. Every effort must be made to ensure that no images of that member are recorded by CDDC. The member and/or parent should then consider the risks and decide whether or not they will participate in an event or training session where photography is planned.
- Coaches should use CDDC camera equipment.
- If the official CDDC photographer is not a coach, and if using their own camera, they will delete images after having uploaded them to a secure electronic storage area accessible only by CDDC.
- Divers should wear outer clothing in group or podium photos; any such images of divers wearing swimwear must be cropped appropriately.
- In diving 'action' shots, where the diver is wearing swimwear, the photographer should avoid showing the full face of the diver, or one where their face is easily recognized.
- The member's school, college or place of work will not be named in CDDC publicity.

### Secure Storage of Images taken by CDDC

Images of members must be kept securely as follows:

- hard copies of images should be kept in a locked drawer with access restricted to CDDC coaches and officials



- electronic images should be in a protected folder with access restricted to CDDC coaches and officials
- images should not be stored on laptops, memory sticks or mobile phones owned by CDDC, if the equipment is also used for purposes other than photography. Such devices used solely for photography should be securely locked away at CDDC when not in use, except during away competitions when they will be securely stored by the responsible coach or CDDC official.

## Images Taken and Used by the Public at GLL Facilities, Cambridge

### Training Sessions

- **The taking of photographs or video recording by spectators from the balcony or seating area is not permitted at any time during CDT or LTD training sessions.**

### Events (e.g. competitions)

- The photography policy of each CDDC event, and thus whether spectators may take photographs, is dictated firstly by GLL policy.
- If GLL policy allows public photography in the diving pool area during CDDC events, the Club will permit photography from the balcony or seating area.
- Consent is required for official photography by the Club, but is not required for photography by the public from the balcony or seating area. As such,
  - due to the nature of modern camera devices, it is not practical to register or control the use of these at Club events;
  - members and parents must be aware that they or their child may feature in the background of others' photographs or videos, and *vice versa*, and CDDC respectfully ask spectators to be mindful of this and focus only on their own child/family member/friend when recording images;
  - if a member or parent does not wish themselves or their child to be photographed under any circumstances, they should then consider the risks and decide whether or not to participate;
  - all members are reminded of the risks of sharing images online.

### **Appendices**

Appendix A - GLL photography policy

Appendix B – CDT Consent Form

Appendix C – Policy Summary for Club Coaches and Spectators at Parkside