**Photography and Use of Imagery**

**Policy and Procedures**

Master Kindred Martial Arts (MKMA Karate)

Written: 8th April 2021

Review Date: July 2026

To Be Reviewed with Intervals No Greater Than 2 Years

**Reviewed last**: 30/07/2024

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Description automatically generated**Reviewed By:** J. Rowberry

**Signature:**

**Introduction**

MKMA Karate has a strong commitment to the safety of all who take part in Martial Arts with the club. Taking pictures and videos are an important part of sporting life as an aid to coaching, for keeping a record and promoting our club. We are committed to doing our best to ensure that any imagery used within MKMA Karate promotes our club in the best light.

It is not our intention to prevent parents from taking pictures of their children, but rather to ensure photographic practices are carefully monitored, to allow us to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions. The above is in line with our Child Protection and Adults at risk policies.

The safety of everyone is paramount, we therefore need to create safe secure environments in which our students can train, compete, and socialise. Although rare, there are risks of abuse arising from the misuse of imagery. These risks include:

* The use, adaptation, or copying of images for child abuse, either on the internet or in print.
* The identification of a child when an image is accompanied by significant personal information, which can lead to the child being ‘groomed’.
* The identification and location of children from images where there are safeguarding concerns. For example, when a child:
  + Has been removed from their family for their own safety.
  + Has restrictions on their contact with one parent following a parental separation.
  + is a witness in criminal proceedings.

We want our young people to be safe, so MKMA Karate clubs and events must comply with the following guidelines:

* No photograph, video clip or other image of a young person involved in any aspect of MKMA Karate should be published, whether in print or electronically (e.g. on a website) without consent from the young person concerned **and** their parent or guardian.
* No personal information, other than their name and their club, should accompany published images (particular provisions apply in connection to photography at public events such as competitions and displays below).
* While some editing of images is acceptable, images taken of young people involved in MKMA Karate should not be modified, merged or manipulated in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate.
* Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission.
* Simultaneous, live streaming of images onto a website should be approached with caution and prior guidance should be sought from the MKMA Administration team. MKMA Karate recommends pre-recording and, where appropriate, editing material to remove any inappropriate images before it is published.
* Any instance of the use or publication of inappropriate images of young people involved in MKMA Karate should be reported to the administration team who may then inform the appropriate authorities.

When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed online.

The following steps can be taken to reduce the risk from the publication of imagery:

* Do not use any personal details if it is possible from the image to ascertain a specific location, or there are any details on your site about the training venue.
* If it is not possible to ascertain any training or competitive location, consider using a first name only next to an image.
* The dress of a child should be considered when using the photo.
* Do not use images that can appear staged and potentially provocative.
* Use a parental consent form to request the use of a child’s image for publication.

Parents should be encouraged to discuss the matter with their child before signing a consent form.

MKMA Karate should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child’s image that appears to be being used illegally online should report the matter to the Club Designated Safeguarding lead and or the Child Exploitation and Online Protection Centre (UK) (CEOP), who provide a single point of contact for reporting abuse of children online.

**General Photographic Consent**

General photographic consent is gained on signing up to the club through the MKMA Student Portal. Students/parents can detail whether they give their general consent for photographs of them to be taking during normal training/events and utilised.

This should not necessarily be used as definitive consent, especially where images maybe posted to local media outlets such as newspapers and external open social media groups. Additional consent can always be requested if deemed necessary.

**All members of MKMA Karate are reminded that they can withdraw their consent at any time.**

**Withdrawing of photographic consent**

Where a student/parent/carer wishes to withdraw photographic consent, this should be done in writing/email as soon as possible using contact details found on the website (www.mkmakarate.co.uk) although initial verbal contact can be acted upon (Such as during an event where an individual states they do not wish for a photo to be taken).

Members are reminded that photographs published with consent prior to withdraw of consent may be difficult to remove once published online although all possible steps will be taken to remove requested images.