






**Photography and Image Consent Policy and Procedure**  
**Ipswich Town Football Club and Ipswich Community Trust**  
**Updated Version 3**

Date of Last Review	Next Review	Who	Signature and Date
Version 1- June 2018  Version 2- June 2019  Version 3- January 2021	1: June 2019  2: June 2020  3: January 2022	Mark Andrews  Lauren Fellingham  Sian Skevington	<div style="margin-bottom: 10px;"> <p>X </p> <hr/> <p>Mark Andrews Safeguarding Manager</p> </div> <div style="margin-bottom: 10px;"> <p>X </p> <hr/> <p>Lauren Fellingham Safeguarding Officer</p> </div> <div> <p>X </p> <hr/> <p>Sian Skevington</p> </div>

## **Photography & Digital Images Policy**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. It is advisable that all staff/volunteers be vigilant, with any concerns to be reported to the ITFC Safeguarding Manager/Safeguarding Officers.

Ipswich Town and Ipswich Town Community Trust utilizes designated photographers to record activities and events within the club. Written parental consent must be obtained before any child or young person partaking in Ipswich Town events and activities are photographed, filmed or their image is captured using any device. (See Mascot/ Fly the Flag Consent Forms)

The exception to this, when written parental consent will not apply, is when the child enters solely as a spectator at Portman Road (Including all locations owned, occupied or utilised by the club), at which time the terms and conditions of entry advise that by a parent/carer allowing their child to enter the ground they thereby provide consent for that child's image to be captured/used by the club. This is in line with existing club and EFL Ground Regulations 24 and 26. (See EFL Ground Regulations 2018/2019)

Any observers to an ITFC or Ipswich Town Community Trust event or activity involving children under 18 years will be asked not to photograph or film without having firstly obtained the consent of Ipswich Town and Ipswich Town Community Trust. To be given such consent Ipswich Town and Ipswich Town Community Trust must be provided with the following:

- o Written parental consent of all children involved in the activity.
- o A written confirmation of the purpose of the images, how the images may be used (e.g. on a school's website, personal/family use etc.), who the images may be shared with and confirmation of any personal details.

Ipswich Town and Ipswich Town Community Trust has introduced this policy in line with guidance from the FA, to avoid the following:

- o The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites)
- o The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed.'
- o The identification and locating of children in inappropriate circumstances which include: where a child has been removed from his/her family for their own safety;
  - (i) where restrictions on contact with one parent following a parental

- separation exist e.g. In domestic violence cases;
- (ii) in situations where a child may be a witness in criminal proceedings; or other safeguarding children concerns.

With the exception of professional photographers employed by Ipswich Town, Ipswich Town Community Trust or media cameras brought in to cover an event, no cameras, other than those owned by Ipswich Town and Ipswich Town Community Trust and operated by ITFC personnel, are permitted to be used at any ITFC event/activity where young people are involved, without the necessary consent.

Ipswich Town and Ipswich Town Community Trust will:

- o Provide guidance on the taking of images to all parents, carers, children and staff participating in ITFC and Ipswich Town Community Trust activities.
- o Ensure the club has parental consent to use a child's image if it is to be used in the public domain e.g. club website or newspaper article. (essential in relation to below)
- o Ensure that any child who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This will be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
- o Focus on the activity rather than the individual.
- o Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
- o Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Ipswich Town and Ipswich Town Community Trust will not:

- o Publish photographs with the full name(s) of the child(ren) featured.
- o Use players who are under 18 years profiles with pictures and detailed personal information on websites.
- o Use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a commemorative picture.
- o Allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

Where video is to be used as a teaching aid, all participants and their parents/carers should be made aware of the proposed use and written consent to a participant being filmed should be sought prior to the start of filming.

All video tapes, still photographs and digital images are retained and stored in accordance with Ipswich Town's Data Protection and Retention Policy with access limited to designated individuals.