



# Dronfield Gymnastics Academy Photography & Filming Policy

## DRONFIELD GYMNASTICS ACADEMY

# PHOTOGRAPHY & FILMING POLICY

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For gymnasts, parents/carers, coaches, staff and volunteers

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|----------------|----------------------------------------------|
| Version        | 1.0                                          |
| Effective date | October 2026                                 |
| Review date    | October 2027 (or sooner if guidance changes) |

## 1. Purpose and scope

DGA is committed to protecting the welfare, privacy and dignity of all gymnasts, especially children and adults at risk. This policy governs photographs, videos, live streams and other recordings made during DGA training, competitions, trips, displays and club activities. It applies to coaches, employees, volunteers, gymnasts, parents/carers, visitors, contractors and photographers. It should be read with DGA safeguarding, social media, data protection and disciplinary policies, and relevant British Gymnastics requirements.

## 2. Core principles

The interests and wishes of the gymnast come first. Images must be appropriate, respectful and taken for a legitimate, explained purpose. No one may pressure a gymnast to be photographed. Permission to take an image does not automatically permit publication. DGA may restrict photography at any session or event to safeguard participants.

### 3. Consent and choices

DGA will obtain and record parent/carer permission for images of under-18s and seek the gymnast's own agreement in an age-appropriate way. Adults consent for themselves unless another lawful arrangement applies. Separate choices will be offered for (a) coaching analysis and internal use and (b) publicity, website, press and social media. Refusal will not affect participation. Consent may be withdrawn by contacting DGA; DGA will stop future use and remove material under its control where practicable, but cannot guarantee removal of third-party copies already shared. Where a child objects, their wishes must be respected even if a parent has consented.

### 4. Club photography and filming

Only people authorised by DGA may photograph or film during training. Staff must check current consent records and any safeguarding restrictions before capturing or posting. Photography must not disrupt coaching, supervision or safe movement. Images for coaching feedback should be limited to what is necessary and accessed only by authorised coaches and relevant participants/parents. Coaches must not use personal accounts to share gymnast images or privately message children with photos or videos.

### 5. Parents, carers and spectators

Photography at ordinary DGA training sessions is not permitted without express club authorisation. At club events DGA will explain whether personal photography is permitted and identify any restrictions. If permitted, photographs must be for appropriate personal use; images featuring other children must not be posted publicly without suitable permission. Anyone asked by DGA or a Welfare Officer to stop recording must do so. No flash photography where it may distract gymnasts, and no filming that obstructs walkways, supervision or competition activity.

### 6. Changing rooms and private spaces

Photography, filming and live streaming are strictly prohibited in toilets, changing rooms, treatment areas and other private spaces. Images must never be taken of gymnasts who are undressed or in compromising situations. Recording equipment must not be positioned to capture private areas.

## 7. Competitions and external events

The organiser's photography rules take precedence at external events, alongside applicable British Gymnastics requirements. Spectators must comply with accreditation, restricted-area, equipment, flash and live-streaming rules. DGA will make reasonable efforts to communicate relevant photography objections or restrictions to event organisers in advance, recognising that live broadcasts may have limitations. DGA cannot promise control over independent organisers' photography.

## 8. Publication and social media

Only nominated DGA representatives may publish images on official club channels. Before publication, check consent, image suitability and any safeguarding restrictions. Avoid unnecessary personal identifiers: do not publish a child's full name together with details such as home address, school, routine location or contact details. Never attach sensitive welfare, medical or personal information to images. Do not tag children's personal accounts without appropriate permission. Captions must be positive and respectful. Do not publish images that embarrass, sexualise, ridicule or single out a gymnast.

## 9. External photographers and media

Professional photographers and media representatives must receive advance DGA authorisation, be briefed on this policy, follow event access controls and use images only for agreed purposes. Any safeguarding, contractual and data-protection requirements must be confirmed before access. DGA may request that inappropriate images are not used or are removed.

## 10. Storage, access and retention

DGA will store club-controlled images on approved, access-restricted systems rather than unmanaged personal devices or accounts. Files will be transferred securely, with unnecessary local copies deleted. Access is limited to people who need it for their role. Images will be retained only as long as required for their stated purpose, subject to DGA's retention schedule and any legal or safeguarding preservation needs. Data protection rights and requests will be handled under DGA's privacy procedures and UK data protection law.

## 11. Reporting concerns and breaches

Anyone concerned about an image, recording, unauthorised sharing or suspicious photography should report it promptly to the DGA Club Welfare Officer or club management. Preserve relevant evidence securely; do not circulate concerning images. DGA will assess risk, restrict further sharing where possible, document its response and refer safeguarding concerns to British Gymnastics and/or statutory agencies as appropriate. Where there is immediate danger, call 999. Breaches may lead to removal of photography permission, exclusion from an event or disciplinary action in accordance with club procedures.

## 12. Responsibilities and review

DGA management will maintain consent records, approved communication channels, staff guidance and a process for removal requests. Coaches and volunteers must apply the policy consistently. The Club Welfare Officer will advise on safeguarding concerns. This policy will be reviewed annually and earlier if British Gymnastics guidance or relevant law changes.

## 13. Relevant guidance

British Gymnastics Photography Policy (March 2020, as published in Club Hub); British Gymnastics Safeguarding Children: Safe Environment guidance; British Gymnastics Welfare Officer and safeguarding guidance; UK GDPR and Data Protection Act 2018. British Gymnastics introduced new Safeguarding and Disciplinary Regulations effective 5 October 2026; DGA will apply current regulations where relevant.

Approval: Clare Hague Role: Head Coach Date: 10th October 2026