Appendix 4 – Taking Images of Children Policy

Australian Athletics (AA) is committed to safeguarding and promoting the welfare of Children in Athletics. [4] Australian Athletics acknowledges that images taken of Children with a camera, camera phone, video or recording device can be used inappropriately or illegally.

1. This Policy sets out the standards expected of those taking a photograph, filming or image of a Child and the behaviours that are not acceptable.

a) Children are to be photographed/videoed while involved in an Activity only if:
   i. the Child's parent/guardian has provided prior approval for the image or photographs to be taken or for the video footage to be captured;
   ii. the context is directly related to participation in Athletics;
   iii. the Child is appropriately dressed and posed; and

b) the image is taken in the presence of the Child's parent/guardian. The privacy of Children is to always be respected.

c) The use of a camera, camera phone, video and/or camera inside changing areas, showers and toilets is not allowed.

d) Where possible, images or video footage should be taken at the Activity venue. If this is not possible, the consent of a Parent/guardian and their agreement to be present at the photo/video session is required before the photo/video session can occur.

e) Relevant Organisations and Relevant Persons must not distribute images or video footage (including as an attachment to an email) to anyone outside their Relevant Organisation other than to the Child photographed or their parent/guardian, without organisational knowledge and approval.

f) Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and must be destroyed/deleted as soon as they are no longer required.

g) Images are not to be exhibited online or in publications (e.g., annual report) without parental/guardian knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child. Any caption or accompanying text may need to be checked so that it does not identify a Child if such identification is potentially detrimental. AA requires all Relevant Organisations to act in accordance with this clause.

h) AA requires all photographers seeking permission or accreditation to act as a photographer at any Activity involving Children to have undertaken the relevant Working with Children Check (or alternatively where such check is not available in their normal place of residence, a National Police check) and upon request to provide evidence of same. If AA is not satisfied of the applicant's suitability at any time, permission or accreditation may be denied or withdrawn.

[4] This Policy should be read in conjunction with the AA Safeguarding Children and Young People Policy. A breach of this Policy and its Child Safe Practice will be managed by the Complaints, Disputes and Discipline Policy.