

## **Hoddesdon Tri Club**

This document is to be read in conjunction with the Hoddesdon Tri Club Child Protection Policy

### **Video/Camera protocol**

Hoddesdon Tri Club will sometimes use videos and/or cameras (some have underwater capability) during training sessions and competitions for coaches and athletes to analyse technique and performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of the athlete, and when children are involved, their guardian(s).

With respect to Children guardians will be made aware of this practice and be given the opportunity to "opt out" if they do not wish to have their children filmed. The "opt out" will be in writing to the Hoddesdon Tri Club

Child Welfare Officer or via the "Contact Us" option on the Hoddesdon Tri Club Website.

It is the responsibility of the Hoddesdon Tri Club Welfare Officer to make the coaches aware of those Children that

have "opted out". This information will also be recorded on the Membership database with the date that it is applicable from.

No recording will be carried out of an "opted out" child without the prior approval of the guardian, in writing, to the Hoddesdon Tri Club Child Welfare Officer.

It is recommended that the child is also aware that they have "opted out" and should advise the Coach of this when a camera is in use. (This in no way removes the responsibility from the Coaches and

Child Welfare Officer as defined above).

ALL coaches should ensure that they are NEVER in a position where they are the only coach in attendance whilst using any video or camera.

The recording can be viewed/analysed during the session with the athlete concerned and other coaches where appropriate.

Recordings can be taken away by the athlete and when the recording is of a Child the guardian must sign the log book to take the recording away: No signature = No taking away of Recording.

Any recording that identifies any other athlete will not be released and will be deleted at the end of the session.

Hoddesdon Tri Club will NOT retain any recordings of children. ALL data will be deleted at the end of the session from the SD Card or hard Disc by deleting or formatting as appropriate.

Where recordings of adults are concerned these can be stored by Hoddesdon Tri Club and will be securely stored and will not be used for any other purpose without the prior permission in writing from the athlete concerned.

v 1 Last updated : 24/3/2011