PHOTOGRAPHY AND FILMING POLICY

VERSION 1.0, NOVEMBER 2026

Policy owner	National Tennis Association (National Tennis)
Applies to	National Tennis and every venue, programme, project and brand it operates or delivers, including partner venues that link to this central policy
Policy approved by	The Board of National Tennis Association: Ed Nieburg and Chris Evans, Directors
Date policy approved	November 2026
Next review date	November 2027 (or earlier if there is a change in legislation, LTA requirements or a significant incident)
Based on	LTA Template Photography and Filming Policy, version 1.2 (January 2023) (current LTA version per LTA Safeguarding Version Control, 10 November 2025).

If you are worried about a child or adult at risk, in an emergency call **999**. Otherwise contact our Safeguarding Officers at **safeguarding@nationaltennis.org.uk**, or report directly to the LTA at https://safeguardingconcern.lta.org.uk

PURPOSE AND SCOPE

National Tennis Association (National Tennis) strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

The purpose of this policy is to:

- protect children who take part in National Tennis activities and events, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs and videos being taken of children during our events and activities
- ensure that we operate in line with our values and within the law when creating, using and sharing photographs and videos of children

This policy is a central National Tennis policy. It applies to National Tennis Association (National Tennis) and to every venue, programme, project and brand it operates or delivers, including partner venues. Partner venues link to this central policy rather than keeping separate versions, so one version applies across all National Tennis locations and the current version is always the one published at https://www.nationaltennis.org.uk/safeguarding.

This policy applies to all staff, coaches, volunteers, players, parents and carers and any other individuals associated with National Tennis, including photographers and videographers we engage.

WE RECOGNISE THAT

- sharing photographs and videos of our activities can help us celebrate the successes and achievements of our players, provide a record of our activities and raise awareness of our venues
- the welfare of the children taking part in our activities is paramount
- children and their parents and carers have a right to decide whether their photograph or video is taken and how it may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take photographs or videos of children is only meaningful when children and their parents and carers understand how the photographs or videos will be used and stored, and are fully aware of the potential risks associated with their use and distribution
- there are potential risks associated with sharing photographs and videos of children online

RISKS OF SHARING PHOTOGRAPHS AND VIDEOS ONLINE

Sharing photographs and videos of children on social media or other online platforms carries potential risks. For example:

- children may become vulnerable to grooming if a photograph or video is shared alongside information that makes them identifiable, including personal details, a tag with location information, or visual details such as a school or venue uniform
- inappropriate photographs or videos of children may be shared online
- photographs and videos may be copied, downloaded, screenshotted or shared by anyone
- photographs and videos of children may be adapted and used inappropriately
- photographs and videos may appear in internet search results
- depending on the terms and conditions of an online platform, photographs and videos may be owned by the platform once posted, and may then be licensed for use by third parties, for example for commercial purposes
- each photograph or video, and any comments on it, becomes part of a child's public image

WE WILL SEEK TO KEEP CHILDREN SAFE BY

- always asking for written consent from a child and their parents or carers before taking and using a child's photograph or video (consent is collected at booking or registration)
- always explaining what photographs and videos will be used for, how they will be stored and what potential risks are associated with sharing photographs and videos of children
- if consent is withdrawn, taking reasonable steps to remove the photographs or videos of the child from public view. It may not be possible to delete or destroy all photographs or videos that have been shared online (such as via social media) or in hard copy
- only using first names of children, unless:
  - it is considered necessary, for example for elite or high-profile child players
  - it is in the child's best interests
  - the child and parent have consented (and been informed how, where and in what context a photograph or video might be used, for example a public website or social media, and are aware of potential risks)
- never publishing personal information about children
- making sure children and their parents and carers understand how photographs and videos will be securely stored and for how long (including how we will control access to them and their associated information)
- reducing the risk of photographs and videos being copied and used inappropriately by:
  - only using photographs and videos of children in appropriate clothing
  - avoiding photographs, videos and camera angles that may be prone to misinterpretation or misuse
  - using photographs and videos that positively reflect children's involvement in the activity
  - using National Tennis devices and accounts unless this is not practical or possible. Where personal devices are used, this must be justifiable and agreed in advance

    - undertaking reasonable spot checks on any personal devices used, to monitor compliance
    - setting expectations around consent and the use of personal devices among staff, coaches, volunteers and young players
- respecting the wishes of children and parents or carers who do not consent to photographs or videos being taken. We will agree in advance how they would like to be identified so the photographer or videographer knows not to take pictures of them. We will not exclude a child from an activity because we do not have consent to photograph or film them

PHOTOGRAPHY AND FILMING FOR PERSONAL USE

When children, parents, carers or spectators are taking photographs or videos for personal use:

- photographs and videos taken by the parent or carer (or another adult with the express permission of the parent or carer) of their own child are permitted
- we will recommend that people check the privacy settings of their social media accounts to understand who else will be able to view any photographs or videos they share
- we will remind children, parents and carers who they can talk to if they have any concerns about photographs or videos being shared

For specific events we run, we will publicise what will be allowed before the start of the event.

If a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18) and must notify the venue (including the competition organiser for any event) of their attendance in advance.

USING OFFICIAL OR PROFESSIONAL PHOTOGRAPHERS

If National Tennis engages a photographer or videographer for an event or for marketing, we will:

- follow a safe recruitment process
- provide the photographer or videographer with a clear brief about appropriate content and behaviour
- ensure the photographer or videographer wears identification at all times
- inform children and parents and carers that a photographer or videographer will be at the event, and ensure they give written consent to any close-up photographs or videos of their child*
- inform the photographer or videographer how to identify, and avoid photographing or filming, children without the required consent

- clarify areas where all photography and filming is prohibited (toilets, changing areas and first aid areas)
- not allow the photographer or videographer to have unsupervised access to children
- not allow the photographer or videographer to carry out sessions outside the event or at a child's home
- report any concerns regarding inappropriate or intrusive photography or filming

**At some events, wide-angle and general photographs or videos of the event, the site, award ceremonies and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such photographs or videos. In these circumstances, we will make clear to all participants and parents that these kinds of photographs and videos will be taken, and for what purposes.*

PHOTOGRAPHY AND FILMING FOR WIDER USE

If people such as local journalists, partner organisations (for example local authority communications teams) or professional photographers wish to operate at a National Tennis venue or event and share photographs or videos, we will ensure they have been given proper permission in advance and that they have provided us with:

- the name and address of the person using the camera
- the names of children they wish to photograph or film (if possible)
- the reason for taking the photographs or videos and/or what they will be used for
- a signed declaration that the information provided is valid and that the photographs or videos will only be used for the reasons given

We will verify these details and decide whether to grant permission. We will also ensure the children who are the intended subjects and their parents have given consent, and inform the photographer of anyone who has not. We will also inform children and parents and carers that an external photographer is present and ensure they are easily identifiable.

CONCERNS

If we become concerned that someone is taking photographs or videos without the necessary consent, we reserve the right to ask them to delete the photographs or videos, may ask them to leave and, depending on the nature of the concerns, will follow our safeguarding procedures.

If we become concerned that inappropriate photographs or videos have been or are being taken, this will be reported to a Safeguarding Officer and the LTA Safeguarding Team. It may also be necessary to report this to the police.

Name	Role	Contact
Chris Evans	Lead Safeguarding Officer	safeguarding@nationaltennis.org.uk
Josh Gook	Safeguarding Officer	safeguarding@nationaltennis.org.uk
Tom Kenny	Safeguarding Officer	safeguarding@nationaltennis.org.uk

STORING PHOTOGRAPHS AND VIDEOS

- We will store photographs and videos of children securely and in accordance with data protection law
- Hard copies will be kept in a locked drawer, and electronic photographs and videos in a protected folder with restricted access. Personal devices will be set so as not to upload photographs and videos automatically to personal cloud storage
- Photographs and videos of children will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones
- Photographs and videos will only be used for the purposes consented to and will not be repurposed for any other use
- When obtaining consent for photographs and videos, we will state how long they will be kept for
- Photographs and videos which are no longer necessary will be deleted and, in any event, will not be kept longer than consent was given for

RELATED POLICIES AND PROCEDURES

This policy should be read alongside our other policies and procedures, all published at https://www.nationaltennis.org.uk/safeguarding:

- Safeguarding Policy and Procedures (including the National Tennis Codes of Conduct)
- Safeguarding Policy Statement
- Equity, Diversity and Inclusion Policy
- Anti-Bullying Policy
- Online Safety and Communication Policy
- Use of Changing Facilities Policy
- Safe Recruitment Policy
- Complaints Policy
- LTA Safeguarding at Events, Activities and Competitions guidance (adopted by National Tennis)
- LTA Code of Conduct and LTA Disciplinary Code
- Venue risk assessments (held for each venue)

REVIEW

This policy was approved in November 2026 and will next be reviewed in November 2027, or earlier if there is a change in legislation, LTA requirements or a significant incident.

Document control

Version	Date	Summary of changes
1.0	November 2026	New standalone policy adopted from the LTA Template Photography and Filming Policy v1.2 (January 2023), adapted for all National Tennis venues, including use of photographs for marketing with consent and visits by partner communications teams.

Approval

Approved by the NTA directors, November 2026. Next review: November 2027. (Version 1.0, November 2026)