



MID-ISLAND GYM SPORTS INCORPORATED

MEDIA POLICY

1. **Commitment to Te Tiriti o Waitangi**

Mid-Island Gym Sports Incorporated (MIGS) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. MIGS is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

2. **Background**

- 2.1 Capturing images and videos of children and young people is a great way of celebrating achievements and promoting this activity, recreation and sport. Coaches use photographs and videos to assist with coaching and skill development. However, consideration must be given to informed parental consent, the approval of the devices images may be taken on, and how these are stored and used. Consent gained for photographs, or video does not extend to the technology that allows capturing and sharing of images such as via webcam and chat rooms.
- 2.2 Advances in technology that allow us to capture digital images and videos have resulted in the reality that children and young people are at risk of abuse, bullying, cyber-bullying and child sexual exploitation from image sharing. Their right to privacy may be breached, putting high profile or already vulnerable children and young people at risk if not managed correctly.
- 2.3 Images can be shared in a click, or easily printed off and as a result image usage comes with an obligation to ensure the rights and safety of the children and young people captured in images are protected. The risk comes from:
- (a) Taking inappropriate or illegal images of children and young people.
 - (b) Children and young people taking and sharing inappropriate images of their friends and team-mates.
 - (c) The image and identification of the child or young person in the wording relating to the image may result in them being identified (such as adopted children), contacted or information gained to enable grooming, either face-to-face or via a social media platform.
 - (d) Publication or sharing of images inappropriately to exploit, embarrass or harass children and young people.
 - (e) Parents and caregivers may give consent but not fully understand which device will be used, who it belongs to, how images and recordings are shared and stored.

3. **The Purpose of this Policy**

- 3.1 The purpose of this policy is to provide guidance to protect and safeguard children and young people and identify breaches swiftly.

4. **Who does this Policy and Procedures Apply to?**

- 4.1 This policy applies to all staff, contractors and volunteers providing services for or associated with MIGS. The policy applies to all children and young people who staff and regular volunteers come into contact with while carrying out their role at MIGS.
- 4.2 Everyone wishing to film or take photos of children and young people at MIGS has a responsibility to comply with the following guidance.

5. **Safe use of Images of Children and Young People**

- 5.1 All staff members, contractors and volunteers will be made aware of this policy and receive training.
- 5.2 All children, young people, parents, caregivers and whanau will be made aware of this policy.
- 5.3 Ensure parental/caregiver/whanau consent is obtained. Parent/caregiver/whanau to check they have indicated their preference via the participant's Friendly Manager profile.
- 5.4 Parental verbal consent alone must not be accepted under any circumstance.
- 5.5 If parental consent is not given, inform approved photographers and staff of any children and young people who must not be photographed.
- 5.6 Do not publish photographs with the full name(s) of children, young people unless you have written parental consent and you have informed the children, young people, parents, or caregivers and whanau how the photograph will be used.
- 5.7 Do not use images of children and young people and detailed personal information in publications, including websites or blogs.
- 5.8 Promote a culture within MIGS that the reporting of breaches of this policy by staff and volunteers is in order to keep children and young people safe.
- 5.9 Consider the purpose of capturing the image. Is it necessary? Does it benefit the child or young person or MIGS? Could a file image or illustration be used?

6. **Minimising the Risk**


- 6.1 Photography in changing rooms, toilets and showers is not allowed under any circumstances.
- 6.2 Parents, caregivers, whanau and the children and young people must not take images of themselves or other children and young people in a changing room, toilet or shower.
- 6.3 Children and young people must be dressed in kit related to the sport, recreation or activity and in clothing that does not expose them unnecessarily.
- 6.4 Images should focus on the activity or sport, rather than individual children and young people where possible.
- 6.5 MIGS will use an approved professional photographer to capture images who has undergone recruitment and Police vetting to comply with The Children Act 2014.



- 6.6 Ensure the approved professional photographer has a copy of this policy and provide the photographer on the day with a copy of this policy.
- 6.7 Check the professional photographer's identity, the legitimacy of their role, and the purpose and use of the images to be taken.
- 6.8 Inform parents or caregivers prior to the event that an approved professional photographer will be in attendance.
- 6.9 Ensure the approved professional photographer has a clear ID that is visible at all times.
- 6.10 Do not permit or ignore unsupervised access to children or young people by an approved photographer or by any person taking photographs on behalf of MIGS.
- 6.11 Do not permit or ignore one-to-one photo sessions with an approved photographer, or person taking photographs on behalf of MIGS.
- 6.12 Don't permit or ignore photo sessions away from the event – for instance, at a young person's home.

7 **Respecting the rights and wishes of the child or young person**

- 7.1 Inform children and young people prior to the event that an approved photographer will be in attendance. Ask for their verbal consent for photos to be taken.
- 7.2 Inform children and young people of this policy and safe working practices related to this policy to enable them to alert MIGS of any breaches.
- 7.3 At the time, prior to capturing the image or recording, obtain verbal consent from the child or young person to ensure they are happy to proceed, even if parental consent was obtained.
- 7.4 Explain to the child or young person the purpose of capturing the image and how it will be used and stored.
- 7.5 Offer to show the child or young person the image to ensure they are happy for it to be used prior to sharing or publicising.
- 7.6 If they decline, do not proceed, even if a parental consent form was signed.
- 7.7 In situations when parental consent is not given, it must be respected and communicated with staff members to ensure the rights of the child are safeguarded and protected.
- 7.8 Full names of children and young people should never appear alongside their image or any organisations social media platforms.



8 **Storage and sharing of Images**

- 8.1 Photographs or recordings of children and young people must be kept secure and not shared unless for the purpose the image was taken in accordance with the signed parental consent form.
- 8.2 Photographs and recordings must only be shared with approved staff members, e.g. the person responsible for marketing, social media or newsletters.
- 8.3 Breaches related to the storage and sharing of images and recordings must be reported to MIGS Child Safeguarding Representative (CSR) immediately.

9. **Responding to Complaints and Concerns**

- 9.1 It is important that concerns or allegations related to inappropriate taking or use of images of children and young people are dealt with in the same way as any other child-protection issue. This includes concerns about professional photographers. Always consult with your CSR and follow MIGS Child Protection and Safeguarding Policy.

Approved by
Mid-Island Gym Sports Incorporated - Committee
Signed by Amy Armer
Chairperson

Date: 24 July 2024

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