DERBYSHIRE DRAGONS MARTIAL ARTS

Social Media, Photography, Filming, Events and Away Trips Policy

Policy owner: Derbyshire Dragons Martial Arts
Safeguarding Lead: Mr Iwan Eley
Review frequency: Annually
Next review date: November 2027

1. Purpose and scope

This policy sets out how Derbyshire Dragons Martial Arts will manage the safe and appropriate use of social media, photography, filming, events and away trips.

The policy is designed to protect children and young people, coaches, volunteers, parents and the club itself.

It applies to:

- All coaches, assistant coaches and volunteers.
- All adult members of the club.
- Junior members and their parents/carers.
- Anyone representing Derbyshire Dragons at competitions, demonstrations, seminars, social events or away trips.
- Photographers, videographers and other third parties engaged by the club.

The policy applies during normal club activities and whenever representing Derbyshire Dragons elsewhere.

2. Social media and online communication

2.1 Official club accounts

- Only authorised individuals may operate official Derbyshire Dragons social media accounts.
- Posts must be appropriate, respectful and consistent with the club's values.
- Content must not contain discriminatory, offensive, threatening or inappropriate language.
- Children must not be identified through unnecessary personal information.
- Posts should not reveal a child's home address, school, personal contact details or regular movements.
- Coaches and volunteers must not use club accounts to engage in inappropriate conversations with members.

2.2 Communication with children and young people

- Coaches and volunteers must not privately message children through personal social media accounts.
- Direct communication with a junior member should take place through an approved club communication channel, with a parent/carer included wherever possible.
- Where a young person needs to be contacted regarding training, competitions or events, communication should be factual, appropriate and relevant to club activities.
- Coaches must not initiate friend requests or follow junior members on personal social media accounts.
- Disappearing messages and private messaging applications must not be used to communicate with junior members.
- Any online communication that raises a safeguarding concern must be reported to the Safeguarding Lead.

2.3 Coaches' personal social media

Coaches and volunteers are expected to maintain appropriate professional boundaries online.

They must:

- Never share confidential information about members, families or club matters.
- Never post photographs or videos of junior members without the appropriate consent.
- Never make inappropriate comments about students, parents, other coaches or clubs.
- Avoid engaging in arguments or disputes online while representing the club.
- Never use social media to discipline, embarrass or criticise a student.
- Consider whether their online behaviour could bring the club into disrepute.

2.4 Group chats

- Club group chats should be administered by authorised adults.
- Parents/carers should be included in communications involving younger children.
- Group chats must be used for club-related purposes.
- Members must not share inappropriate content, bullying, offensive language or personal information about others.
- Coaches should avoid one-to-one private conversations with junior members.
- Any concerns about bullying, inappropriate messages or behaviour must be reported to the Safeguarding Lead.

3. Photography and filming

3.1 Consent

Derbyshire Dragons recognises the importance of photographs and videos in celebrating achievements, promoting martial arts and recording club activities.

However, safeguarding must always come first.

- Written parental/carer consent must be obtained before photographing or filming children under 16 for club use.
- Young people aged 16 and 17 should also be asked for their own informed agreement, alongside appropriate parental involvement.
- Children must always be asked whether they are comfortable being photographed or filmed, regardless of parental consent.
- Consent must specify the intended use, such as club website, social media, newsletters or promotional material.
- Consent can be withdrawn at any time.
- No member will be disadvantaged or prevented from participating because consent has not been provided.
- The club will maintain an up-to-date record of photography and filming permissions.

3.2 Taking photographs and videos

- Only authorised coaches, volunteers or approved photographers may take photographs or videos on behalf of the club.
- Wherever possible, club-owned devices should be used.
- Personal mobile phones must not be used by coaches or volunteers to routinely photograph or film junior members.
- Photographs must be appropriate and reflect students positively.
- Images should show students participating in suitable martial arts clothing and appropriate safety equipment.
- Images must not be taken in changing rooms, toilets, shower facilities or other private areas.
- Coaches must never photograph a child in a situation that could be considered embarrassing, compromising or inappropriate.
- Video footage must not be used to ridicule, embarrass or single out a student.

3.3 Sharing photographs and videos

- Images may only be shared through approved club communication channels and official social media accounts.
- Full names should not be published alongside photographs of children.
- Personal details, school information, home addresses and other identifying information must not be shared.
- Live location information and travel arrangements must not be published in real time where this could compromise safety.
- Images must not be edited, manipulated or uploaded to AI tools in a way that changes a child's appearance or creates inappropriate material.
- Images must be stored securely and only accessed by authorised individuals.
- Images that are no longer required should be securely deleted, subject to any legitimate record-keeping requirements.

3.4 Parents and spectators

Parents and spectators are welcome to celebrate their children's achievements through photographs, subject to the following:

- Photography must comply with any event-specific restrictions.
- Parents must respect other families' photography preferences.
- Permission must be obtained before publicly sharing identifiable images of other people's children.
- No photography or filming is permitted in changing rooms or toilets.
- Live streaming of club activities is not permitted without prior authorisation from the club.
- The club may restrict photography at particular events where safeguarding concerns exist.

3.5 Professional photographers

Any professional photographer or videographer engaged by the club must:

- Be approved by the club in advance.
- Be made aware of this policy.
- Be given clear instructions about safeguarding and consent.
- Wear appropriate identification where applicable.
- Never have unsupervised access to children.
- Never use images for their own promotional purposes without separate permission.

4. Events and competitions

This section applies to competitions, gradings, demonstrations, seminars, presentations, club parties and any other organised club event.

4.1 Planning and organisation

Before an event, the club should consider:

- Venue suitability and safety.
- Expected attendance and supervision requirements.
- First aid arrangements.
- Emergency procedures and evacuation arrangements.
- Safeguarding arrangements.
- Photography and filming restrictions.
- Accessibility and individual support requirements.
- Any specific risks associated with the activity.

An appropriate risk assessment should be completed where required.

4.2 Supervision

- Children must remain under appropriate supervision throughout club-organised events.

- Coaches and volunteers must understand their responsibilities.
- Children must not be left unsupervised in potentially unsafe areas.
- Appropriate arrangements must be in place for arrival, registration and collection.
- Children must only leave with an authorised parent/carer or nominated adult, unless alternative arrangements have been agreed.
- Coaches must not leave an event until all children under their responsibility have been safely accounted for or handed over.

4.3 Changing facilities

- Coaches and volunteers must not enter changing areas unless necessary for an immediate safeguarding or safety reason.
- Where assistance is required, another appropriate adult should be present wherever possible.
- Separate changing arrangements should be considered for different age groups and genders.
- Photography and filming are strictly prohibited in changing facilities.
- Children should be encouraged to maintain appropriate privacy and respect for others.

4.4 Behaviour at events

All participants are expected to:

- Treat other competitors, coaches, officials and spectators respectfully.
- Follow instructions from event organisers.
- Avoid bullying, intimidation, aggressive behaviour or discrimination.
- Represent Derbyshire Dragons positively.
- Follow the relevant competition rules and codes of conduct

5. Away trips, external events and travel

Derbyshire Dragons members may attend competitions, seminars, training camps and other events away from the club's usual training venues.

The following arrangements apply:

- All members under the age of 18 must be accompanied by a responsible adult (parent, carer or other agreed adult) when attending away trips and events.
- The accompanying adult is responsible for the child's supervision, welfare and behaviour throughout the trip.
- Parents/carers must ensure that suitable travel and collection arrangements are in place.
- Any arrangements for a child to be accompanied by an adult other than their parent or legal guardian must be agreed in advance with the parent/carer.
- Members aged 18 or over are responsible for their own attendance, travel and conduct.
- All members must follow the instructions of event organisers and Derbyshire Dragons coaches and behave appropriately when representing the club.

- Any safeguarding concerns, accidents or incidents must be reported to the club's Safeguarding Lead.

Although parents/carers retain responsibility for accompanying their children, Derbyshire Dragons coaches and volunteers must still maintain appropriate safeguarding standards and report any concerns arising during an event.

6. Missing child or safeguarding incident

If a child goes missing or a safeguarding concern arises during an event:

- The lead coach must be informed immediately.
- The group must be made safe and accounted for.
- The venue's emergency or missing-person procedure should be activated.
- Parents/carers must be contacted as appropriate.
- The police must be contacted where necessary, particularly where there is immediate danger or a child cannot be located promptly.
- The Safeguarding Lead must be informed.
- All actions, decisions and relevant details must be recorded.

Any disclosure or allegation of abuse must be handled in accordance with the club's Safeguarding and Child Protection Policy.

7. Reporting concerns and breaches

Anyone who has concerns about:

- Inappropriate online communication.
- Misuse of photographs or videos.
- Unauthorised filming.
- Inappropriate behaviour by a coach, volunteer or member.
- Bullying or harassment through social media.
- Safeguarding arrangements during events or away trips.

Must report the matter to the Derbyshire Dragons Safeguarding Lead.

Safeguarding Lead: Mr Iwan Eley

Concerns must be taken seriously, recorded appropriately and dealt with in accordance with the club's safeguarding procedures.

Where a child is at immediate risk of harm, emergency services should be contacted without delay.

8. Responsibilities

Club management

- Ensure this policy is implemented and reviewed.
- Ensure appropriate safeguarding arrangements are in place.
- Ensure authorised personnel understand their responsibilities.

Coaches and volunteers

- Follow this policy at all times.
- Maintain appropriate professional boundaries.
- Report concerns promptly.
- Ensure children are appropriately supervised.

Parents and carers

- Follow club rules regarding photography, filming and social media.
- Provide accurate consent and emergency information.
- Respect the privacy and safety of other children.
- Raise concerns with the club.

Members

- Use social media responsibly.
- Respect other members' privacy.
- Follow instructions at events and away trips.
- Report inappropriate behaviour or concerns.

9. Non-compliance

Failure to follow this policy may result in appropriate action, depending on the seriousness of the breach.

This may include:

- Removal of inappropriate photographs or content.
- Restriction of access to club social media accounts.
- Removal from an event or away trip.
- Suspension from coaching or volunteering duties.
- Disciplinary action under club procedures.
- Referral to relevant safeguarding authorities, governing bodies or the police where appropriate.

10. Policy review

This policy will be reviewed annually, or sooner where required following changes to legislation, safeguarding guidance, club procedures or an incident that identifies the need for improvement.

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Next review date: November 2027

11. Supporting guidance

This policy should be read alongside the club's:

- Safeguarding and Child Protection Policy.
- Safer Recruitment Policy.
- Coaches' Code of Conduct.
- Health and Safety Policy.
- Incident and Accident Reporting Procedures.

The policy is informed by UK safeguarding guidance, including:

- NSPCC – Photography and Filming in Sports and Activities.
- NSPCC – Sport and Online Safety.
- Department for Education – Out-of-School Settings Safeguarding Guidance.