

Photography, Videography & Social media policy

This policy relates to the use of all photography, video footage, other recordings, and the use of social media platforms, by employees, coaches, volunteers, and all centre users.

Social media platforms include, but are not limited to, Facebook, Instagram, Snapchat, Tik Tok & Twitter.

Tyneside Badminton Centre (TBC) acknowledges good practice and the duty of care to safeguard and promote the welfare all users of our facility. TBC's social media policies and procedures are guided by the advice given by the following organisations, NSPCC, Badminton England, and Sport England.

1) Photography & videography

The use of mobile phones to take images and videos is now commonplace, for both customers and employees.

On site, all individuals must adhere to the following:

- Individuals must seek full permission from the individuals included in the photography / footage before it is taken.
- If any of the individuals involved in the photos or footage are under the age of 18, consent from their parent/ guardian must be given before the image can be taken.
- For tournaments and events, signage will be displayed throughout the venue, to inform all individuals that photography and videography may be taken.
- It is the responsibility of individuals who do not give consent to notify a member of staff.

2) Use of social media platforms

There are many ways to now communicate outside of emails and phone calls via social media platforms. Communications with customers using these platforms might not always be convenient so a common-sense approach must be used when using social media platforms regarding the business and other centre users.

- No employee should be connected (Eg. follow or be friends) with customers under the age of 18 on any social media platforms, unless a clear reason is provided and consent from the junior's parent has been given.
- Direct or personal messages should only be used to communicate with customers under the age of 18 solely for the business of Tyneside Badminton Centre (such as coaching, competitions & shop requests).
- It is prohibited to send private photos & videos to customers under the age of 18.

3) Recording

- It is prohibited to record any other member of staff or centre user without full knowledge and consent. This includes the following:
 - Office environment
 - Playing environment
 - Private conversations/meetings

In the event of a meeting, recording can be used for the purposes of minutes, with prior consent from all parties involved.

4) Responsibility

- It is the responsibility of all individuals to adhere to the policies and procedures that apply with regards to the use of their personal social media platforms regarding the business and follow the guidelines around photography / video footage.
- It is the responsibility of all individuals to report any concerns or incidents to the Manager.
- Overall responsibility is with the management team of TBC to ensure that individuals are adhering to the correct use of social media platforms in connection with the business.

5) Staff training

- Staff training will be delivered annually with regards to the use of social media platforms.