



Norwich Union RFC  
Photographic Policy  
October 2015

Norwich Union RFC recognises that publicity and pictures of people enjoying rugby are essential to promote the sport.

The club recognises that on the whole people enjoy their successes being acknowledged though publication of commentary and images that illustrate important events and matches.

Norwich Union RFC is committed to providing a safe and enjoyable environment for people and implicit in this is that it is committed to ensure that all publications, resources and media represent participants appropriately and with respect.

Norwich Union RFC has adopted the RFU Best Practice Guidance to ensure the safe use of images of children and people. This guidance comprises eight "golden rules" that strives to ensure compliance with RFU policy on photographic images (available at [www.rfu.com](http://www.rfu.com)).

1. Norwich Union RFC will strive to ensure that parents/young people/club members have granted their consent for the taking and publication of photographic images by signing the Parent/Guardian and Young Person Permission Form or completed an online consent form. This will be incorporated into the registration process and therefore completed and reaffirmed annually.
2. All club members must be appropriately dressed for the activity taking place.
3. Photography or recording should focus upon the activity taking place rather than a particular person and personal details that could make a person vulnerable should never be revealed.
4. Where an individual is singled out for their achievement in a game the club will ensure that permission has been gained to use their image and name.
5. Where possible the images/recordings will represent a range of people participating in the game.
6. Anyone taking photographic images or making a recording at a rugby event must have a valid reason for doing so.

7. Anyone taking photographs or recording should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of an event.

8. All concerns regarding inappropriate or intrusive photography should be reported in confidence to the Safeguarding officer

### **Policy statement**

Relating to the use of video/photographic images Norwich Union RFC recognises the need to ensure the welfare and safety of all people in Rugby Union.

Norwich Union RFC will take all steps to ensure images are used solely for the purposes they are intended which is the promotion and celebration of the activities of Norwich Union RFC.

If you become aware that these images are being used inappropriately you should inform the Safeguarding Officer Wayne Knight.

If at any time you wish the data to be removed from the website contact the Hon Secretary or safeguarding officer who will have them removed.