

# Authorised Persons Form

Under the Child Safeguarding Policy, it is preferred that any images and / or video footage captured in a club setting is done using a device / s which have been purchased by the business or organisation, such as a phone, tablet or video-loop technology. If this is not possible, employees of the Relevant Organisation must be recognised as Authorised Persons in order to take images or video footage of children using a personal device, including a smart phone, digital camera or similar.

In harnessing the athlete's voice when working with children and young people in gymnastics, it is a priority that children / young people are asked if they are comfortable being photographed or filmed and provided with an explanation as to how the photo or video footage will be used. Additionally, written parent / guardian approval must be sought prior to any images or video footage being captured.

This self-compliance tool has been developed to assist Relevant Organisations to meet the following requirements when capturing images or video footage of children and / or young people using a personal device in the context of gymnastics in Australia. This form should be collected and stored according to the Relevant Organisation's internal procedures.

## **SAFETY CHECK 1 — IS IT APPROPRIATE FOR ME TO TAKE THIS PHOTO / VIDEO?**

Children are to be photographed or videoed while involved in any gymnastics activity only if:

- ▶ The purpose of taking the photo or video is directly related to the child's participation in gymnastics;
- ▶ The child is appropriately dressed and posed; and
- ▶ The image is taken in the presence of other club staff.

## **SAFETY CHECK 2 — DO I HAVE PERMISSION TO SHARE THIS PHOTO?**

If the image or video footage includes other children, you must inform the parents/guardians of all children of your intentions to share the image or footage with other parents/guardians of the gymnastics community. You must not;

- ▶ Share the photo with any individual who is not directly associated with the child's involvement in gymnastics.
- ▶ Share or publish the image online, including on your personal social media platform.

## **SAFETY CHECK 3 — WHAT AM I GOING TO DO WITH THIS PHOTO NOW?**

If you wish to use the image for publicity, promotional, educational, or commercial purposes, including social media or website, you must seek written parent / guardian consent. It is important to consider if the child is identifiable in the photo or video, including in any caption or accompanying text, and have parent / guardian consent accordingly.

Additionally, as soon as practicable, you must:

- ▶ Transfer the image or video footage (in either the digital or hard copy format) to a storage device which prevents unauthorised access by others, such as on a computer or external hard drive belonging to the club ; and
- ▶ Remove or delete the image or video footage from your personal device and any relevant cloud storage (such as Google Photos or iCloud) as soon as it is no longer required.

I \_\_\_\_\_ as an employee of \_\_\_\_\_  
PRINT NAME PRINT ORGANISATION NAME

am required to take images and video footage of children using my personal phone or camera. I acknowledge the above requirements outlined in Child Safeguarding Policy, as a key responsibility of my employment obligations to create and maintain safe, supportive and inclusive environments for the children in my care.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Authorised by:

SIGNED \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_