

PHOTOGRAPHY POLICY

WAVERLEY GYMNASTICS CENTRE



PURPOSE

Waverley Gymnastics Centre (WGC) is committed to providing the highest levels of membership service. This includes protecting members' privacy, promotion of positive behaviours and protecting the health safety and wellbeing of members. By introducing policy and procedures regarding the taking and use of photographs and filming, this policy reiterates WGC's commitment to its members.

SCOPE

Photography includes but is not limited to still camera, mobile phone photos and any form of still captured images. Filming includes but is not limited to video, mobile phone video, DVD and any form of moving captured images.

POLICY

Photography Consent

Within the registration of a gymnast to WGC, parents' consent that their child's photograph may be used for WGC related purposes (including, but not limited to the WGC website, WGC social media and collateral or promotional material) are providing consent for the duration of their membership unless they inform the WGC office otherwise.

Events

In alignment with the Gymnastics Victoria Photography Policy, entering your child in an external Gymnastics Victoria or Gymnastics Australia affiliated or sanctioned event allows photography consent unless communicated otherwise to the relevant event staff.

Authorised Photographers

All authorised photographers and videographers are permitted to take photographs or film on the WGC premises via the correct device guidelines. All authorised photographers are required to show official business accreditations along with a valid Victorian Working with Children's Check prior to commencement of work.

Parent/Guardian Photography

If parents/guardians/spectators wish to obtain photographs or short videos of their children for appropriate purposes (EG, celebration of achievements, awards presentations) we ask parents/guardians/spectators to respect the WGC photography policy and the privacy of other participants and their families by only capturing their own child and reframing from including any other participants.

Parents or guardians are at no time permitted to enter the gymnastics facility to obtain photographs or video footage of any child, including their own, unless prior consent and clearance has been organised with their child's coach or WGC Management.

With this exception, parents or guardians are not to enter the gym unless accompanied by a WGC staff member. Parents or guardians are to ensure no other WGC participant is included in any photographs or film.

Devices

Where possible, WGC employees will ensure photographs and videos will be obtained on WGC owned devices (including but not limited to iPad, Cameras etc).

In the instance that a WGC device is not available, WGC employees are permitted to use their personal device with the correct privacy standards; including storing the photos in a private place (prior to sending to the Marketing Coordinator) and not allowing access to non WGC personnel. These images/videos are to be sent to the Marketing Coordinator via text or email within 24 hours. All images/videos are to be destroyed once they are no longer required.

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No tripods or recording equipment is to be used by WGC spectators.

Photography Intent

For parents or guardians wishing to photograph their child, this should be with the intent of celebrating their child's achievements and no other reason in relation to coaching or in breach of the Gymnastics Australia Child Safeguarding or Member Protections Policy.

Flash Photography

Flash photography is prohibited at any WGC classes or events.

BREACH OF POLICY

- Images or videos that are revealing or could be considered inappropriate.
- Images or videos being taken without prior consent from a parent or guardian.
- Images or videos taken on personal devices for non-WGC official use.
- Images or videos not being forwarded on to the appropriate WGC staff for official WGC use, and deleted in the designated time frame.
- Images or videos which clearly show gymnasts in WGC changing areas, bathrooms or toilets.
- Images or videos being captured by spectators outside reasonable boundaries E.g., Filming entire training sessions

Breach of Policy Reporting Process

For any breaches or complaints related to this policy please contact the appropriate WGC employee as outlined in the WGC Questions and Concerns Procedure located at the following link: <https://www.wgc.org.au/policies/>

WGC will follow the complaints procedure as per the Gymnastics Australia (GA) Member Protection Policy located at the following link:

[https://www.gymnastics.org.au/images/national/About Us/By laws Policies Tech Regs/Member Protection Policy 0219.pdf](https://www.gymnastics.org.au/images/national/About%20Us/By%20laws%20Policies%20Tech%20Regs/Member%20Protection%20Policy%202019.pdf)

The below process is applicable to WGC staff, volunteers, gymnasts and relations in regard to breach of policy.

Offence	1 st Occasion	2 nd Occasion	3 rd Occasion	4 th Occasion
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Termination
Misconduct	Final written warning	Termination		
Serious misconduct	Termination			

Unsatisfactory conduct is defined as where the conduct involves a substantial or consistent failure to reach or maintain a reasonable standard of competence and diligence.

Misconduct is defined as a substantial or intentional disregard of the employer's interests.

Serious misconduct is defined as wilful or deliberate behaviour by an employee, participant or participant family member that is inconsistent with the continuation of the contract of employment, WGC Codes of Conduct and causes serious and imminent risk to:

- (i) the health or safety of a person; or
- (ii) the reputation, viability or profitability of WGC or the gymnastics community.

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If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or termination, and full details will be provided.

There may be occasions where the conduct of the individual/s is serious enough to by-pass one (or more) of the above steps and move immediately to a first and final written warning or termination.

WGC Management retains the right to take in to account the severity of a misconduct and use their discretion accordingly in relation to disciplinary proceedings.

Policy Promotion

This policy is available to all WGC staff, volunteers, gymnasts and relations, and the broader gymnastics community, via the WGC website at <https://www.wgc.org.au/policies/>.

This policy will be communicated to all WGC staff, volunteers and gymnasts by the WGC Child Wellbeing Manager, or in their absence the WGC Director (or delegate), at the beginning of each calendar year.

POST EMPLOYMENT RESTRAINTS

WGC reminds all employees that their implied and express contractual obligations, including WGC and GA policies, continue to apply for a post-employment period of six months.

APPROVAL AND REVIEW

Approved By:	Stuart Ireland, Vice President, WGC
Review Date:	January 2021
Policy Owner:	Child Protection and Policies Compliance Manager/ Governance Sub-Committee
Contact Details:	compliance@wgc.org.au