

**WEST WALES REGION  
JUNIOR DEVELOPMENT  
(Pentathlon) MEET**

**Saturday, 17<sup>th</sup> June 2017**

**at**

**Wales National Pool, Swansea.**

**License No: WL170088**

**CLOSING DATE:  
Monday 22<sup>nd</sup> May 2017**

# WEST WALES REGION JUNIOR DEVELOPMENT (PENTATHLON) MEET Saturday 17<sup>th</sup> June 2017

This meet will be swum under the following rules and conditions:  
FINA Technical Rules, Swim Wales Laws,  
West Wales Junior Development Meet Conditions.

## MEET INFORMATION

1. In order to qualify for overall placing in the Junior Development (Pentathlon) Meet, swimmers need to enter the four stroke events and the Individual Medley. Swimmers who enter less than the 5 events will only be swimming for a 'time' in the individual strokes.
2. This competition is designed for swimmers who have not qualified to swim in the Welsh Age Group & Youth Long Course Championship in the current year. **Please note that if a swimmer was eligible to swim in ANY event in the Swim Wales Age Groups & Youth Long Course Championships in the current year then they are NOT eligible to swim in ANY event in the Junior Development competition.**
3. **Relays: Only swimmers who have entered individual events in this Junior Development Meet can be considered by the clubs for their relay teams.**
4. The entry fee for the Junior Development (Pentathlon) Meet will be £17.50. This fee covers all 5 swims. No reduction will be given for swimmers who enter less than the 5 events.

The entry fee for the Junior Development Meet – Relay Events will be £8.00. Clubs may enter up to 2 teams per relay event.

Please note that no refund of entry fees will be made for withdrawals after the closing date (Monday, 22<sup>nd</sup> May, 2017) except with a doctor's note. In this situation the doctor's note will only be accepted up until mid-day on the **day before** the start of the meet. Notes received after this time will not be considered for refunds.

5. All events will be HDW.
6. Age shall be as on 31<sup>st</sup> December 2017.
7. In the event of a disqualification, the swimmer will be given the time of the slowest swimmer in that event (including disqualified swimmers) plus 5 seconds.
8. When all swims have been completed, each swimmers' time for the 5 events will be totalled up and ranked from fastest to slowest.
9. Swimmers will be accepted up to the maximum possible. If entries exceed capacity the meet organisers reserve the right to limit entries with the swimmers who have entered all 5 events being given priority. In the situation where the meet is still oversubscribed the meet organisers reserve the right to use their discretion to reduce numbers. Any swimmers not accepted will have their fees returned. Refunds will be available to each club on the day of the

meet and may be collected from the meet office after the start of the warm-up for the final session.

10. No alcohol or tobacco advertising is permitted on any clothing.

11. All decisions made by the Meet Director will be final and binding.

## **Entries**

***Entries should be made via clubs ONLY and should be sent electronically using Hy-Tek Team Manager. The events file for use with TM is available from the West Wales web site at:***

***[www.westwalesswim.org.uk](http://www.westwalesswim.org.uk)***

***Electronic entries should be emailed to:***

***[robwilliams1145@gmail.com](mailto:robwilliams1145@gmail.com)***

***Completed forms, etc should be sent to: Rob Williams, 12 Park Terrace, Pontarddulais, Swansea. SA4 8HS.***

***Entries from clubs should be accompanied by a Payment Summary Sheet and a SINGLE cheque to cover all entries and coach/chaperone poolside passes. Cheques should be payable to "West Wales Region – Swim Wales".***

Please note that entries will be refused if:

- they are received without the relevant fee
- they are completed incorrectly (Membership number must be included)
- they are received after the closing date of Monday, 22<sup>nd</sup> May 2017.

## **Age Groups**

Age groups for both Boys and Girls will be 9 Years; 10 Years; 11 Years; 12 Years.

## **Individual Events**

Boys & Girls: 11 Years and 12 Years

100 meters for Butterfly, Backstroke and Breaststroke

200 meters Freestyle

200m Individual Medley

Boys & Girls: 10 Years

50 meters for Butterfly, Backstroke and Breaststroke

200 meters Freestyle

100m Individual Medley

Boys & Girls: 9 Years

50 meters for Butterfly, Backstroke and Breaststroke

100 meters Freestyle

100m Individual Medley

## **Relay Events**

Girls:9/10 Years:	4 x 50 meters Medley & Freestyle Teams
Girls: 12/UN Years:	4 x 50 meters Medley & Freestyle Teams
Boys:9/10 Years:	4 x 50 meters Medley & Freestyle Teams
Boys: 12/UN Years:	4 x 50 meters Medley & Freestyle Teams
Mixed (2 Boys & 2 Girls): 9/10 Years:	4 x 50 meters Freestyle Teams
Mixed: (2 Boys & 2 Girls): 12/UN Years:	4 x 50 meters Freestyle Teams

## **Entry Fees**

The entry fee for individual swimmers in the Junior Development (Pentathlon) Meet will be £17.50. This fee covers all 5 swims. No reduction will be given for swimmers who enter less than the 5 events

Entry fee for relay events is £8.00

## **Medals and Awards**

Individual events:

In the Pentathlon competition, awards will be given to the swimmers ranked from 1<sup>st</sup> to 8<sup>th</sup> on the ranking list produced for each age group for boys and girls when the cumulative times from all five events have been collated.  
*Awards will not be given for individual events within the pentathlon.*

Relay events:

In the Relay Events, awards will be given to the first 3 teams in each age group.

Failure of a swimmer or deputy to attend the appropriate presentation will result in the swimmer forfeiting his/her award.

## **Spectators**

Admission charges:

£3.00 per session  
£7.00 per day

Please Note: The Spectator Area must be cleared at the end of each session

## **Car Parking**

The Wales National Pool Swansea has a car park facilities on site with 250 parking spaces. This is managed by the WNPS site staff. The car park facility is limited and events can fill the car park quickly. Please be aware that the car park is busy on event days. Swim Wales advises that drop off's and pick up's are arranged where possible to minimize cars on site.

Swim Wales has an allocated car park area for staff and volunteers, including officials. It is important that these spaces are reserved for staff and volunteers to ensure smooth running of the meet. Please do not park in these reserved spaces. Parking in these spaces may result in a car park ticket.

### **Mobile Phones**

Mobile phones must **not** be used in the building at all.

### **Session Times**

To be confirmed following receipt of entries. Confirmation of entries and session times will be sent via email.

## **General Conditions**

This meet will be swum under the following rules and conditions:

FINA Technical Rules, Swim Wales Laws,  
West Wales Junior Development Meet 2017 Meet Conditions.

No alcohol or tobacco advertising is permitted on any clothing.

All decisions made by the Meet Director will be final and binding.

### **Swim Wales Regional Competitions Eligibility**

1. Entries may only be accepted from competitors registered as members of clubs, holding either primary or multi registration Welsh membership within the West Wales Region.
2. Swimmers may only swim for one club during these championships.
3. Competitors must have been registered members of the club in whose name they are entered a minimum of 30 days prior to the closing date for entries for the championships (including relays).
4. Competitors who compete in ASA County Championships will not be accepted to swim in the following annual cycle of Regional Competitions:
  - a. The Junior Development Meet in May/June.
  - b. The Sub Regional Championships in November/December.
  - c. The Regional Championships in February the following year i.e. ASA County Championships in 2017 means they would not be accepted for the Swim Wales Regional Championships in 2018.

### **Events**

Events will be held as shown on the attached programme of events.

Time trials will not be permitted.

All events are HDW.

### **Relay Events**

Clubs may enter up to 2 relay teams per event. Each swimmer will be allowed to swim in one relay team in each event only.

**Only swimmers who have entered individual events in this Junior Development Meet can be considered by the clubs for their relay teams.**

Relay Forms must be submitted by the end of the FIRST warm-up session on the day of the event. Failure to do so may result in the disqualification of the team. A separate form must be completed for EACH team per event.

Swimmers names must be submitted in the swimming order. **Relay teams failing to swim in the submitted order will be disqualified.**

If it can be proved to the referee that a member of a Relay Team is incapacitated through ill health or accident, the referee may use his discretion and allow a substitute to swim.

## **Entries**

The Organisers may request validation of any stated entry time.

In any event where entries exceed capacity, the meet organisers reserve the right to limit entries. Any swimmers not accepted will have their fees returned.

## **Officials**

Each Club is requested to supply at least two qualified officials per session. Officials will be required to follow the protocol which can be down loaded from the Swim Wales web site.

## **Meet Procedure**

### **Heats**

Competitors will be seeded according to submitted times – slowest to fastest.

Coaches should ensure that swimmers make themselves available for marshalling at least 2 events prior to the event they are competing in.

## **Other conditions:**

### **Starts**

Over the top starts will, where necessary or appropriate, be used during the meet.

### **Passes**

All Coaches and Chaperones who will be on the poolside at any time during the competition, must have individual accreditation obtained by completing the official form enclosed in this Information Pack. Completed forms must be accompanied by a passport size photograph.

Poolside passes will be transferable between coaches and chaperones **from the same club** who have completed an official accreditation form.

Accredited coaches and chaperones **from the same club** may use purchased poolside passes 'on rota', although the number of coaches and/or chaperones on poolside at any one time must not exceed the number of passes that have been paid for.

Passes will need to be worn at all times. Anyone without a pass will be asked to leave poolside/changing area.

The closing date for passes will be the same as the closing date for entries. Applications will not be accepted on the day.

## **Health and Safety**

All competitors are required to ensure that they observe all safety announcements and conduct themselves with safety in mind at all times.

It is the responsibility of the swimmer and/or parent/guardian to declare to the referee any disability or medical condition that could present a health or safety risk.

If such a disability or medical condition exists, swimmers must produce a medical note confirming that their participation presents no health or safety problems.

In addition to the above meet conditions a number of Health and Safety rules as laid down by Swim Wales must be observed:

### 1. Unacceptable Behaviour

Behaviour becomes “unacceptable” when it is considered “Offensive” to others; this includes, but is not limited to, the following:

Theft, wilful damage to property and / or equipment, acts of vandalism, abuse of alcohol and / or drugs, bullying, offensive language, aggressive / violent acts, threatening behaviour, all breaches of safety practices, failure to comply with instructions / directions, actions that bring the sport of swimming into disrepute.

### 2. Competitive Start Award

Swimmers must have attained the standard of the Competitive Start Award in order to start from the blocks; (this is the responsibility of the club coach).

Swimmers who have not attained the standard of the Competitive Start Award must lower themselves into over the side into the water, on the long whistle of the Referee before starting at an appropriate place.

### 3. Jewellery

“For safety and security reasons, the wearing of jewellery is not permitted while in the water during warm-ups / swim-downs and / or competition. This includes watches, necklaces, chains, bangles, wrist bands, ear-rings (except studs), and rings (except wedding bands).

Swim Wales will not be responsible for any jewellery brought to events and will not be liable if such jewellery is lost or damaged.”

### 4. Video and Photography.

Please see appendix “Swim Wales Photography Guidance”

## **Data Protection**

The Region, along with the Governing Body, may use computers to record entry times and results. By submitting entries you are accepting the conditions and consent is hereby given for holding personal information relating to the sport of Swimming as required by the current Data Protection Act.

**The organisers retain the right to amend these conditions if necessary, without notice.**



## West Wales Junior Development Meet 2017 – Saturday 17<sup>th</sup> June.

Event No.	Session 1 Ages as at 31 <sup>st</sup> Dec. 2017	Event No.	Session 2 Ages as at 31 <sup>st</sup> Dec. 2017	Event No.	Session 3 Ages as at 31 <sup>st</sup> Dec. 2017
1	Boys 12 Years 100m Backstroke	15	Boys 12 Years 200m I.M.	33	Boys 12 Years 100m Butterfly
2	Girls 12 Years 100m Breaststroke	16	Boys 11 Years 100m Backstroke	34	Girls 12 Years 200m Freestyle
3	Boys 11 Years 100m Butterfly	17	Girls 11 Years 100m Breaststroke	35	Boys 11 Years 200m I.M.
4	Girls 11 Years 200m Freestyle	18	Boys 10 Years 200m Freestyle	36	Boys 10 Years 50m Backstroke
5	Girls 10 Years 100m I.M.	19	Girls 10 Years 50m Butterfly	37	Girls 10 Years 50m Breaststroke
6	Boys 9 Years 100m I.M.	20	Boys 9 Years 50m Breaststroke	38	Boys 9 Years 50m Butterfly
7	Boys 12/Un 4 x 50 Freestyle Relay	21	Girls 9 Years 50m Backstroke	39	Girls 9 Years 100m Freestyle
		22	Boys 12/Un 4 x 50m Medley Relay	40	Girls 12/Un 4 x 50m Medley Relay
8	Girls 9/10 4 x 50m Freestyle Relay	23	Girls 12/Un 4 x 50m Freestyle Relay		
9	Boys 12 Years 100m Breaststroke			41	Boys 9/10 4 x 50m Medley Relay
10	Girls 12 Years 100m Backstroke	24	Boys 9/10 4 x 50m Freestyle Relay	42	Boys 12 Years 200m Freestyle
11	Boys 11 Years 200m Freestyle	25	Girls 9/10 4 x 50m Medley Relay	43	Girls 12 Years 100m Butterfly
12	Girls 11 Years 100m Butterfly	26	Girls 12 Years 200m I.M.	44	Girls 11 Years 200m I.M.
13	Boys 10 Years 100m I.M.	27	Boys 11 Years 100m Breaststroke	45	Boys 10 Years 50m Breaststroke
14	Girls 9 Years 100m I.M.	28	Girls 11 Years 100m Backstroke	46	Girls 10 Years 50m Backstroke
		29	Boys 10 Years 50m Butterfly	47	Boys 9 Years 100m Freestyle
		30	Girls 10 Years 200m Freestyle	48	Girls 9 Years 50m Butterfly
		31	Boys 9 Years 50m Backstroke	49	Mixed 12/Un 4 x 50m Free. Relay
		32	Girls 9 Years 50m Breaststroke	50	Mixed 9/10 4 x 50m Free. Relay

WEST WALES REGION – JUNIOR DEVELOPMENT MEET  
17<sup>th</sup> June 2017

**INDIVIDUAL ENTRY FORM**

Name in full:.....

Age(31<sup>st</sup> Dec. 2017): ..... Date of Birth: DD / MM / YYYY M/F:.....

Address: .....

.....

Post Code:..... Tel No:.....

Club Name:.....

Swim Wales Membership Number:.....

	<b>Event No</b>	<b>Entry Time</b>
<b>Butterfly</b>		
<b>Backstroke</b>		
<b>Breaststroke</b>		
<b>Freestyle</b>		
<b>Individual Medley</b>		

Entry fee for Pentathlon: £17.50. No reduction given for swimmers who enter less than the 5 events

I declare that the above information is correct and agree to abide by the Meet conditions. I accept there will be no refund of entry fees, unless the Meet is oversubscribed.

I also confirm that the above competitor has achieved the ASA Competitive Start Award

Signature of Competitor/Parent:..... Date:.....

Signature of Coach:.....

**Closing Date: MONDAY, 22nd May 2017**

# West Wales Region - Junior Development Meet 2017

## Relays Entry Form

**Ages as at 31<sup>st</sup> December 2017**

Only swimmers who have entered individual events in this Junior Development Meet can be considered by the clubs for their relay teams.

**Club:** \_\_\_\_\_ **Team (A/B):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Tel. Number:** \_\_\_\_\_

**Enter times in the appropriate boxes below:**

	Freestyle Relay 4 x 50m		Medley Relay 4 x 50m	
	Event No	Time	Event No	Time
<b>Boys 9/10</b>	24		41	
<b>Boys 12/UN</b>	7		22	

	Freestyle Relay 4 x 50m		Medley Relay 4 x 50m	
	Event No	Time	Event No	Time
<b>Girls 9/10</b>	8		25	
<b>Girls 12/UN</b>	23		40	

	Freestyle Relay 4 x 50m	
	Event No	Time
<b>Mixed 9/10</b>	50	
<b>Mixed 12/UN</b>	49	

Total number of relays:  x £8.00 = £

**Entry fee: £8.00 for each relay event. Please complete Payment Summary Sheet.**

WEST WALES  
JUNIOR DEV. MEET  
JUNE 17<sup>th</sup> 2017

Affix passport style  
photograph here.

## COACH/CHAPERONE ACCREDITATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

FULL NAME: .....

NAME OF CLUB: .....

POSITION e.g Club Coach:.....

ADDRESS:.....

..... POST CODE: .....

TEL NO: ..... FAX NO:.....

EMAIL:.....

SWIM WALES REGISTRATION NUMBER : .....

CRB NUMBER: .....

**Please note only members registered with Swim Wales or the ASA and having a current CRB check are eligible for a coach/chaperone pass.**

**No passes will be available on the day and must be purchased beforehand.**

**There will be no access to the poolside without a coach/chaperone pass.**

All completed forms to be returned to Rob Williams.

**Closing Date: MONDAY 22nd May 2017**

**WEST WALES  
JUNIOR DEVELOPMENT MEET  
JUNE 17<sup>th</sup> 2017**

**Payment Summary Sheet**

Please return this form together with:

1. Entry Forms
2. Cheque/s made payable to **“West Wales Region – Swim Wales”**.
3. Coach/Chaperone Accreditation Forms
4. SAE for confirmation of entries

Club			
Name			
Address			
Post Code		Tel No	
Email			
Position in Club			

**Summary**

	Number		
Total Individual Swimmers		@ £17.50	£
Total Relay Entries		@ £8.00	£
Total Poolside Passes (i.e. max no. of coaches/chaperones to be on poolside at any one time)		@ £6.00	£
Total Cheque Enclosed made payable to <b>“West Wales Region – Swim Wales”</b> .			£

**It is requested that a single cheque for the complete club entry is submitted.**

I confirm all swimmers are current members of Swim Wales and have paid the appropriate membership fee.

I declare that only our team members who have reached the standard of the ASA Competitive Start Award will be permitted to start from the poolside. Those who have not will start in the water.

I confirm all the Meet Conditions have been brought to the attention of swimmers, parents/guardians and coaches including the rules regarding photography.

I agree to abide by the conditions laid down by the West Wales Region Meet Management Committee for this event.

Signature ..... Date: .....

**Return to: Rob Williams, 12 Park Terrace, Pontarddulais, Swansea. SA4 8HS  
Email: robwilliams1145@gmail.com**

**Closing Date: MONDAY 22nd May 2017**

# WEST WALES REGION – JUNIOR DEVELOPMENT MEET

## Relay Team Registration

**Please use separate sheet for EACH relay team. Tick the appropriate event and complete the list of names below in the order the team will be swimming.**

Club: \_\_\_\_\_ Team (A/B) \_\_\_\_\_

### Boys

Please Tick	Event No:	Event Description
	<b>24</b>	Boys 9/10 4 x 50m Freestyle Relay
	<b>41</b>	Boys 9/10 4 x 50m Medley Relay
	<b>7</b>	Boys 12/UN 4 x 50m Freestyle Relay
	<b>22</b>	Boys 12/UN 4 x 50m Medley Relay

### Girls

Please Tick	Event No:	Event Description
	<b>8</b>	Girls 9/10 4 x 50m Freestyle Relay
	<b>25</b>	Girls 9/10 4 x 50m Medley Relay
	<b>23</b>	Girls 12/UN 4 x 50m Freestyle Relay
	<b>40</b>	Girls 12/UN 4 x 50m Medley Relay

### Mixed

Please Tick	Event No:	Event Description
	<b>50</b>	Mixed 9/10 4 x 50m Freestyle Relay
	<b>49</b>	Mixed 12/UN 4 x 50m Freestyle Relay

	Name	Swim Wales Membership ID	Date of Birth
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

# Swim Wales Photography Guidance

SWIM WALES  
WALES NATIONAL POOL SWANSEA  
SKETTY LANE  
SWANSEA  
SA2 8QG



## Swim Wales Photography Guidance

Following consultation and to ensure consistency across the ASA and Swim Wales events, Swim Wales have made the decision to adopt the same 'photography at events' guidelines as the ASA Wave Power.

This guidance applies to all images and videos taken on any type of camera or recording device (including mobile phones). It applies to all training sessions, activities and events run by a Swim Wales affiliated organisation. It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

### Aims

The Swim Wales Photography Guidance aims to help organisations avoid three potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
  - They have been removed from their family for their own safety.
  - There are restrictions on their contact with one parent following a parental separation.
  - They are a witness in criminal proceedings.

### Recommended best practice

- The publishing of a photograph of a member under 18, either on a notice board or in a published article or video recording (including video streaming) of a competition ('Publication') should only be done with parental consent and in line with Swim Wales guidelines.
- A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the organisation or an official photographer, should receive parental consent before being published or displayed, preferably in writing. A suggested template allowing parents to indicate refusal of consent is provided on the ASA Wave power document p. 117.
- In the case of any event or competition where the host organisation has an official photographer, all parents of members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent

# Swim Wales Photography Guidance

SWIM WALES  
WALES NATIONAL POOL SWANSEA  
SKETTY LANE  
SWANSEA  
SA2 8QG



should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The Swim Wales guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context. • Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind the starting blocks or that show young participants climbing out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence or school attended. The Swim Wales does not wish to stop parents photographing their child if they wish, but all organisations must ensure they do all they can to safeguard each child's wellbeing.

## The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote aquatics.

When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities, etc.
- Organisations should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the organisation's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the organisation at an early stage.
- The organisation should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- Images should not be allowed to be taken outside the activity being covered.
- The organisation should determine who will hold the images recorded and what is to be done with them after they have served their purpose.



# Swim Wales Photography Guidance

SWIM WALES  
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SWANSEA  
SA2 8QG



## Guidance on filming children during training sessions

The filming of children during training sessions is not recommended. The requirement for any filming must be justified by the organisation, (e.g. to assist in stroke development).

Assuming filming is justified, written consent is required from the parents of each child who should then be invited to attend the filming and to subsequently view the video.

The individual who is responsible for filming should exercise caution when recording and ensure the content of the footage is appropriate, following the advice outlined above. Filming should cease and/ or the footage destroyed should any concerns be raised or if consent is withdrawn.

Once the footage has served its purpose, it should always be destroyed, unless the need to keep it can be justified.

## Mobile phones

Mobile phones should be registered as a camera if it has that facility in order to adhere to our policy on cameras. All organisations need to make their members aware that while the Swim Wales does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, we do support the requirement that phones should emit a 'noticeable sound' if the camera facility is used.

Organisations should also remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

Please refer to the ASA Wave Power Changing Room Policy (p. 65) in addition to the guidance on child abuse images on p. 67 and on the use of electronic information on p. 70.

## Should photographs or footage of children be posted on an organisation's website?

It is recommended that photographs or footage of individual children should not be kept on an organisation's website, and certainly not with the child's name as this could lead to the child being identified, approached and placed in a vulnerable position. The same applies to printed materials such as an organisation's annual report or kit. Many organisations will use a child's first name, surname or nickname only, with parental consent, so as not to identify them fully.

Parental consent may be withdrawn at any time and the organisation should take all reasonable steps to respect the wishes of the parent/carer.