



EV ACCREDITED PHOTOGRAPHER

Child Safe Checklist

BEFORE THE EVENT

- Before attending an event, ensure you have confirmed your intent to attend with the Event Director, providing them with your valid WWCC number.

AT THE EVENT

- On arrival to the event, sign in at the event office and collect the event opt out list.

Note: the opt-out list is a list of participants who have requested to not have their photo taken. The Event Director will provide the rider's number. It is imperative that these riders are not photographed, or if they are accidentally, not posted to any website or social media.

- Ensure the EV Accredited Media vest and lanyard is worn at all times during the event.
- If somebody approaches you requesting that photos and videos are not taken of them or their child, ensure the rider number is added to the opt-out list and no photos of them are uploaded.
- Content taken cannot be:
 - indecent (i.e., taken within change rooms, toilets or other invasions of privacy) or provocative in relation to minors;
 - being used for voyeurism, or for the purpose of recording a person's private areas;
 - protected by a court order (i.e., child custody); or
 - for commercial purposes (i.e., used for endorsement without permission).
- Ensure you are **never alone** or unsupervised with a child.

AFTER THE EVENT

- Ensure all photographs taken of riders who opted-out are promptly deleted, and under no circumstances are uploaded to a website or social media platform.
- If approached by external media, such as magazines or publications, for use of images, you must receive written consent from the parent and child before these images may be supplied, and clearly outline your purpose: how is the image going to be used? Where is the image going to be displayed? For how long?
- If choosing to post a child to your business social media, you must receive written consent from the parent and child before these images may be supplied, and clearly outline your purpose: how is the image going to be used? Where is the image going to be displayed? For how long?
- When proofs are uploaded to your website, there should be no identifying personal information accompanying photographs, such as the child's name, address or telephone number. If choosing to post directly to social media, group shots reduce the risk of identifying individual children.
- Decide who will have access to view the images of the children posted to a website. Most websites are public places that any person can access; however, some websites can be more secure by using private pages accessible only to registered members or members who provide an email. The practice of using private pages ensures you have relevant contact details to all those who access your images.
- If using a public site, it is recommended that any images of children, posted to a website for purchase, have an adequate watermark, only removed once the image is purchased.