Aikido Victoria
(Aiki-Kai) Inc.
Part of the National Aikido Association of Australia
The first, and largest, Aikido association in Australia
Offically recognised by the Aikido World Headquarters

# Photography and Digital Media Policy

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| **Date created** | September, 2024 |
| **Audience** | All Students, Parents, Guardians, Carers, Instructors, Assistant Instructors, Childrens' Instructors, Visitors |
| **Version** | 2025:1 |
| **Purpose of Document** | To provide direction for Photography and Digital Media |
| **Actions** | • Read and understand<br>• Ask and ensure that our Audience, especially Parents, Guardians, and Carers acknowledge that they have read and understand this policy<br>• Encourage others to read and understand |
| **Review** | September 2025 if not prior |
| **Aikido Victoria (Aiki-Kai) Inc. Contact** | Linda Godfrey, Area Representative Victoria, aikidovictoria@gmail.com 0418 391 674 |
| **Contents** | **Document**<br><br>Photography and Digital Media Policy |
| **Other relevant resources (see aikidomelbourne.org.au)** | • Aikido Victoria Safeguarding Children and Young People Policy<br>• Aikido Victoria Safeguarding of Children and Young People Policy- Summary Sheet<br>• Aikido Victoria Child Safe Online Training<br>• Child Safe Statement of Commitment<br>• Child Safe Code of Conduct<br>• Digital Media Consent Form |

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| | • Parental/Guardian Consent Form<br>• Instructor Qualifications Form<br>• Child Safe Standards – a Guide for Teens<br>• Child Safe Standards – a Guide for Parents and Guardians<br>• Child Safe Code of Conduct – What Should I Expect as a Teen?<br>• Child Safe Code of Conduct – What Should I Expect as a Parent, Guardian or Carer?<br>• Process for Reporting a Child Safety Concern or Complaint FLOWCHART<br>• Child Safe Incident Report Form (for Adult Reporters)<br>• Child Safe Incident Report Form (for Young Reporters) |
| **Other resources**<br><br>**(see aikido.org.au)** | • Aiki Kai Australia Member Bylaws<br>• Aiki Kai Australia Member Protection Policy<br>• Aiki Kai Australia Safeguarding Children and Young People Policy |

# Scope

All aikido classes in Victoria are open to all students. As such, there is the potential for children and young people to be in attendance at any class, in addition to advertised and scheduled classes that are specifically for children and young people.

For the purposes of this policy, the following conditions apply to regular dojo training, state events such as, but not limited to, Technical Teaching Committee Courses (known as **TTCs**), and Aiki Kai Australia National Schools, when held in Victoria.

# Policy

It is important to ensure that any photographs, videos or recordings of children or young people are taken only for official purposes. As part of the consent process, parents, guardians or carers are to be informed about how photographs or videos are likely to be used (e.g. website, social media, approved noticeboards, newsletter) and where they are likely to be published.

Photographs of children and young people will **only** be permissible through the Aikido Victoria signed consent process at **Victorian Children's grading days,**

**Victorian Children's End-of-Term events including associated event celebrations such as lunches, dinners, morning teas, afternoon teas, Victorian Junior Special Days of Training, TTC Events** and at **National Schools held in Victoria**.

Aikido Victoria will respect the decision of the child(s)' parent/guardian/carer for the child or young person not to participate.

- Photographers will give children and young people an opportunity to consent to participating in the photograph, video or other media.
- Photographers must only take photographs or videos in the presence of others.
- Photographers must ensure that children and young people are appropriately dressed and ensure that the content of the photograph or video is appropriate and not offensive (e.g. not sexual, racist, violent or threatening).
- No photos, videos or other visual media can be published on Aikido Victoria publications, and/or social media where a child or young person can be visually identified. This generally means if any part of their face is visible from the front or side.
- Any photos, reels, videos, etc. on Aikido Victoria social media (including dojo Facebook accounts, Instagram, websites, etc.) where a child or young person's face or other identifying feature is clearly visible must be removed as soon as possible.
- Any footage of children and young people at an Aikido Victoria event, dojo training or National School kept on phones or other recording devices must be deleted after 7 days.
- Only **approved Victorian dojo notice boards** specified in Aikido Victoria signed digital media consent forms can display specified and consented footage of children and young people at an Aikido Victoria event, dojo training or National School.
- Any footage found on an unapproved dojo notice board, removed from an approved dojo noticeboard for display without a stated expiry date or is past the expiry date must be de-identified and disposed of as soon as possible.
- Dojo instructors and assistant instructors of approved dojo noticeboards must ensure that any footage of children and young people at an Aikido Victoria event, dojo training or National School kept on their approved dojo notice board complies with the following:
    - Each footage must have an **expiry date** that was agreed upon by the children, young people, parents, guardians or carers involved in each footage before beginning Aikido Victoria's signed consent process.
    - Each footage displayed must have the agreed upon expiry date **visibly stated** on the footage**.**
    - Any approved footage must be **de-identified, removed and disposed of before the expiry date.**
    - Any footage must be **de-identified first** before removal. This means

any part of a child or young person's face or other identifying feature on the footage must be removed first before disposal.

- Reposts of content, or links to other websites, social media accounts or other online resources where children and young people can be facially recognized must be removed.
- Aikido Victoria does not take any responsibility for photos taken for private use by parent/guardian/carer of their own children and/or young persons.
- Aikido Victoria does not permit photos/videos/reels to be taken of other people's children and young people.

Any questions on this policy or Child Safety in general can be sent to:

- Our Child Safe Officer, Ruihong Lu (email: childsafe@aikidomelbourne.org.au), or alternatively
- Victorian Area Representative, Linda Godfrey (email: aikidovictoria@gmail.com)