Band Tref Pontardulais

Pontardulais Town Band

Safeguarding:

Guidelines for the Use of social media and online technologies

Guidelines on social media and online technologies

1.Band websites and social media pages

1. Permission to use images of members on official and websites and social media pages must be sought via the membership forms before any postings are made.
2. The consent form should clearly state about what the images are to be used for, how long they will be kept, and the fact that they will be stored and, in due course, disposed of securely
3. Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.
4. Consideration must be given to the age range of band members when posting images, and comments on pages and ensure that these are appropriate and in keeping with the band ethos.

The official band social media groups must be coordinated by someone in an official role, and used as part of the band's methods of promotion, networking and support.

2.These official social media groups should:

1. Be agreed in advance by the committee, who should be made aware of the name and purpose of the group and outlining how it will be effectively risk managed.
2. Have a nominated individual who will be responsible for monitoring it and moderating its content.
3. Confirm in writing to the committee that it will operate in accordance with band safeguarding policy and procedures and will use safe settings and restrictions

The band should keep a list of all its social media groups, together with their moderating person.

This list should be reviewed on an annual basis.

3.Use of electronic communication with children, young people and adults at risk

1. Communication by electronic means or by texting will not be used with individual children under the age of 18. All communication in these forms will be via their parents/carers.

2. Leaders, staff and volunteers should not share their personal phone numbers with anyone under 18; communication that needs to be made electronically should be via email and parents should be copied in

3. Electronic communication should only be used for reasons relating to band business and not for general socialising purposes

4. Other members of the band leadership team should be aware of the situations in which these means of communication are being used

5. Leaders, staff and volunteers should not invite young people and adults at risk to their personal social networking page and should politely decline requests from any young person under the age of 18, explaining that this is band policy

6. Where possible, group pages should be used on social media for communicating

7. Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience

8. Communication by electronic means with young people should never take place during school hours and should be kept within the hours of 9am – 9pm

9. Where possible, email and messaging should take place to and within groups rather than individuals

10. Webcams will not be used where an online platform is used for one to one conversations

11. Records of communications will be kept just as they would be for written communication. If a staff member's or volunteer's mobile phone does not allow text messages to be saved then a written record should be kept

12. The principles for the use of social media will be communicated to children, young people and adults

13. Any content which raises a safeguarding concern should be reported to the band's Safeguarding/Welfare Officer using the procedure outlined in the band's safeguarding procedures.

4.Sessions and activities run on online platforms, e.g. Zoom

1. Only use approved band accounts or committee agreed accounts for Zoom or other platforms.

2. Ensure privacy settings are adjusted to protect both leaders and participants

3. Ask participants to let you know in advance the names that they will be using to access the session. If someone enters the waiting room whose name you don't recognise, make sure that you check out who it is before admitting them; and report any unauthorised attempts to join a call to your band's Safeguarding/Welfare Officer

4. Ensure that the registration/consent form signed by participants and/or parents specifies that the sessions will be run online, and that those involved are aware of the risks involved and who to talk to if they need to do so

5. Any activities that are livestreamed need to be done with cameras off if they involve children or vulnerable adults

6. Ground rules need to be agreed

7. Deliver sessions from a neutral area; if it is from a person's home, use the blurred background function if possible. If not possible, ensure that there is nothing inappropriate in the background and no identifying information, and ask that participants do the same

8. Remember that the child or adult at risk may not have any privacy during the session

9. Avoid using the person's bedroom as a place from which they participate in the session, unless a parent is also present in the room

10. Ensure that there are at least two adults present as session leaders – more if using break-out rooms

11. Be aware of additional family pressures and pressures upon children and young people during the time of the pandemic and in its aftermath; take account of this when preparing and running the sessions.

The band committee is responsible for monitoring the effectiveness of these guidelines

The guidelines will be reviewed every two years.

This policy was last reviewed on: ………………30/03/24………………………………..(Date)

Signed: …………………………Alison Gent…………………………..(Band Safeguarding/Welfare Officer)

Date of Next Review…………………April 2026………………………………………………………………………