

Photography and Social Media Policy

1 Photography

- Photographs of children and vulnerable adults should ideally be only taken with consent of parents sought before the event, and only by individuals who have been approved prior to the event.
- Whilst we cannot control audience members taking photographs at outdoor events, it is important that committee members are vigilant and inform the safeguarding lead or chairman if at all suspicious.
- If parents wish to take photos of their own children they may do so, but they must ensure no photographs of others are shared in any online or public forum.
- Surnames should not be attached to photographs in any circumstances, and if photographs are to be shared with first names on, then parental permission should be sought prior to the photograph being released.
- If parents or other members of the audience are intending to photograph or video an event, they should be made aware of the organisation's policy.

2 Social Media Policy

- It is recognised that the internet provides unique opportunities to promote the band including vacancies and performances using a wide variety of social media, such as Facebook, X (formerly Twitter) and You Tube. It is also recognised that group messaging apps, like Whatsapp provide an efficient and effective method of communication between band groups.
- These guidelines aim to protect individuals within the band and to encourage them to take responsibility for what they write, exercise good judgment and common sense. Inappropriate use of social media and group messaging can pose risks to the band's reputation, can jeopardise compliance with legal obligations, cause harm and create conflict between band members.

3 Band Websites and Social Media pages

- Permission should be sought when posting images of band members on websites and social media pages. This permission can be obtained through the membership form.
- Personal details such as phone numbers and email addresses should not be posted on the internet without the permission of the individual.
It is important to consider 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.
- Social media sites have different levels of security in relation to openness to the public and setting restrictions that do not allow posts to be shown without approval. It would be useful to discuss this as a committee and agree the most appropriate method for managing the site.
- The band's social media sites are strictly monitored, with a very limited number of people being able to post as the band on twitter and the Facebook group is locked so only approved administrators can approve posts.
- We will continue to review the social media policy and access as and when new social media sites become relevant to the band. Individuals within the Band

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4 Individuals within the Band

- It would be best practice for adult members of the band not to be social media friends with children and young people who are members of the band. This is particularly important with social media forms that allow individual private communication. These members can still communicate with each through social media in a group setting such as the band's social media page or website.
- Any content which raises a safeguarding concern should be reported to the Band Welfare Officer using the procedure outlined in the band's safeguarding procedures.

5 Guidelines for E-Safety

- Whilst the Bicester Concert Band understands that most children will use mobile phones and computers, communication should not be made directly with children via their phones or any online platforms. Any communication regarding the band should be made direct to parents.