



Singing for all ages

# S C Choirs

## Social Media, Photography, Filming and Mobile Phone Policy

This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of S C Choirs.

For the purposes of this Policy, Social Media refers to Facebook, Twitter, YouTube, Sutton Coldfield Choirs/S C Choirs websites, the business websites of Musical Directors, TV and newspapers and any other publicity and publication. It is understood by all members, that there is online/social media presence for S C Choirs for the purpose of publicity, information sharing and social networking.

### **Social Media**

- upon joining S C Choirs, consent will be sought from all adult members and the parents/carers/guardians of all children and young people before any photographs are published on social media platforms
- no member will feature in a published photograph without having given prior consent
- no member will be individually named in any publication, or 'tagged' in a photo without having given prior consent
- Social Media will be used to advertise, promote and diarise S C Choirs events

### **Photography/video**

- photographs/video taken at rehearsals, performances and for publicity purposes on behalf of S C Choirs will be taken on S C Choirs' camera and mobile phones only
- photographs/video can be taken by any member of the choirs upon the request of a S C Choirs' Trustee for the purposes of publishing in S C Choirs' Social Media
- photographs/video taken may be stored on the S C Choirs' laptop, memory stick, camera, memory card and mobile phones only
- personal devices will not be used for taking or storage of photographs/video for the purposes of S C Choirs
- if any member of S C Choirs is found to have uploaded personal photographs/video of Choir members/any Choir member for malicious purposes, they will be requested to remove them and may be requested to leave S C Choirs. In this instance, any subscriptions paid will be forfeited.

### **Mobile Phones**

- children's and young people's mobile phones should be switched off during rehearsals and performances
- members are permitted to record rehearsals for the purpose of their own practice
- where members have recorded rehearsals for their own practice, the recording may not be uploaded to any social media platform

S C Choirs takes no responsibility for any loss, damage or theft of any member's mobile phone or other electronic device.

Parents remain responsible at all times for ensuring that children and young people comply with the Social Media, Photography and Mobile Phone Policy.

Please see the main Safeguarding Policy for S C Choirs' guidance on Bullying, Cyber Bullying and Harassment.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: 26<sup>th</sup> February 2016

Signed: .....

(this should be signed by the most senior person in your organization; eg the safeguarding lead on your board of trustees)