



Organisation: Scunthorpe Cooperative Junior Choir (SCJC)

Address: The Oasis Academy, Henderson Avenue. Scunthorpe

Digital and Social Media Policy

This Policy has been created by the SCJC committee for parents and choristers to ensure control over any media containing SCJC information. This is for reasons of quality control, chorister's safety, consent and personal privacy.

Alongside the benefits of using social media to share information and experiences with friends, there are potential associated risks to individuals choristers as a result of inappropriate on line behaviour. This policy includes guidance on how we aim to minimise this risk of emotional or physical harm through inappropriate behaviour or on line abuse with a guidance code for use of social media by choristers.

This guidance is not intended to replace the recommended information and safeguarding advice that should be given by parents to choristers with access to social media. For more information please refer to <https://www.internetmatters.org>

Audio and Visual Media

Parents will be asked to give consent for SCJC to take photographs, audio and visual recordings of their child (if under 18). SCJC will respect the parent's wishes, and the parent's reserve the right to withdraw permissions at any time.

Once choristers turn 18, they will be asked to give their own permission.

Any photographs, audio or visual recordings made by SCJC will be considered the property of SCJC. No such media should be taken by 3rd parties without the permission of the Musical Director (s) and SCJC Committee.

Taking of photographs, audio or visual recordings by the public are prohibited at all SCJC concerts.

Photographs, audio and visual recordings may be taken by SCJC chaperones and staff, and by concert promoters at the discretion of the Musical Director.

Storage

Any media should be captured ideally on a SCJC owned device.

Any media not captured on a SCJC owned device should be transferred to the central storage area and then deleted from the device on which it was captured.

Any media stored on non-SCJC owned devices captured before publication of this policy should be transferred to the central storage area and then deleted from the device on which it was captured.

Posting Online

All media involving SCJC should only be posted online at the discretion of the Musical Director(s), and should only be posted from official SCJC accounts.

No parent, staff, chaperone or other party should post media of SCJC directly from their personal social media accounts, though they are encouraged to share posts by SCJC.

Posts involving close ups of individual choristers will only be posted with the permission of the chorister (if in main choir) or the parent/carer (if in little or middle choir).

Text only posts regarding the choir made directly from the account of staff or chaperones are actively encouraged, but they should always be positive. Any posts from staff or chaperones that are negative towards SCJC are prohibited.

Choristers may post pictures/videos of themselves and other choristers at choir events and in choir uniform providing they have the permission of all chorister featured.

Choristers may not post any media that contains the choir performing as per above rules, but are actively encouraged to repost items posted from official SCJC accounts.

Permissions

Upon joining the choir, parents (or choristers if over 18) will be asked if they consent to media of their children as part of the choir being posted online and used in SCJC publicity.

Parents and choristers reserve the right to withdraw consent at any time.

Use of Social Media by choristers

Upon joining SCJC all choristers (with access to social media) will be given the Guidance Code to read and sign.

SCJC takes bullying and harassment very seriously and it will not be tolerated in any form including via social media.

Any reports of inappropriate or abusive behaviour will be investigated and reported to parents for information and action. SCJC responses will include the following sanctions;

1. Mediation meeting with all choristers and parents involved
2. Verbal warning
3. Suspension
4. Membership termination

Parents and choristers can report any sensitive issues of harassment and bullying to a member of the Musical Team/ Chaperone in person or to the Safeguarding Lead by confidential SCJC email. Issues will always be handled in confidence with the involvement of both the Safeguarding Lead the process will include liaison with the parents of the choristers involved.

Use of Social Media by SCJC Music Team members and Volunteers

Adult staff and volunteers are asked to respect and adhere to the following agreed boundaries for chorister contact and social networking.

Social Media Apps

_e.g. Instagram / Snapchat / WhatsApp / Facebook etc

Chaperones and musical staff are expected to observe responsible social media boundaries with our choristers and are asked not to actively follow minors* social media accounts or posts.

It is deemed inappropriate for chaperones or musical staff to choose to have their own personal posts followed by minors* or accept "friend" requests from them.

Email / Text :

Chorister contact will primarily be managed directly from SCJC email accounts via parent contact details. Choristers over 18 may choose to be contacted on their personal email addresses / mobile phones.

Chaperones and musical staff are discouraged from storing any personal contact information for minors * on phones or electronic devices - unless for a specific event or tour safeguarding requirement – whereby all contact information will be deleted immediately after the event

** a chorister under the age of 18 where a staff/chorister relationship has existed or still exists, except where there is an established personal or other association with the family that has both parental permission and oversight and has been declared to the SCJC Safeguarding Lead.*

Date of Policy: 03 November 2018

Date of Review: 30 November 2021

Planned Review : 30 November 2022

Signed: Jacqui Brewster (Chair / Safeguarding Lead) - 30/11/2021

SCJC Guidance Code on the use of Social Media

1. Stay Safe

Choose only safe Apps and make sure you fully understand how they work.

Always check your privacy settings and be aware of who your friends and followers are on line.

Never share any personal information on line to reveal your location, school or home address (your real friends and family already know this information).

2. Be Positive

Social Media should be used as a force for good by building and supporting friendships within and beyond SCJC. Always try to keep it positive and friendly.

3. Always think before you post

Social media is instantly available through mobile devices, making it easy to comment before you have had the time to reflect. This can have unintended consequences and updated data (and images) cannot always easily be removed, if ever.

4. Understand the line between what is appropriate or not

Avoid writing anything you would not be prepared to say to someone face to face (or let your parents / future employers see).

E.g. never make or share derogatory comments about another person on line or make negative or hurtful comments on posts or pictures.

5. Challenge abusive comments in group chats

Never collude with on line abuse (silence is collusion) and be prepared to remove yourself from the chat or conversation if necessary.

6. Be aware that your privacy is not guaranteed on line

Regardless of your own privacy settings, potentially anything you post on line may not remain private or can be saved by screen shot and potentially passed on by another user (e.g. a Facebook "friend")

7. Report any on line abuse

Do not bottle up issues or conflicts, talk to your parent, or SCJC adult chaperone. We are here to listen, help and take appropriate action for the protection, security and welfare of all our choristers.

As a SCJC chorister member I agree to comply with the above guidance code

SignedDate

Chorister
name.....

Parents signature:
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