



Chalford Band - Social Media Policy

Throughout this document, the term 'band' or 'Chalford Band' means Chalford Senior Band, Chalford Academy Brass and Chalford Youth Band.

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, Twitter and You Tube. 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 can pose risks to the bands reputation and can jeopardise compliance with legal obligations.

Band Websites and Social Media pages

We will always gain permission prior to posting images of band members on official websites and social media pages. This permission is obtained through the membership form. Permission can be withdrawn at any time by written application to the band's Chair or Safeguarding Officer.

Personal details such as phone numbers and email addresses will not be posted on the internet without the permission of the individual.

We will always 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's 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. Our site is managed in the most appropriate way for ensuring the safety and security of our members.

Individuals within the Band

Adult officers, musical directors and volunteers will not be social media friends with children and young people who are members of the band, unless there is a direct family relationship or friendship. This is particularly important with social media forms that allow individual private communication.

Photographs and videos

Taking photographs or video recordings at band rehearsals or band organised events is not allowed without first obtaining permission from the band committee. This is to safeguard individual members and to prevent the posting of such digital media to other individuals or to the wider internet.

Any content which raises a safeguarding concern will be reported to the Band Safeguarding Officer using the procedure outlined in the band's safeguarding procedures.

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

- Only use approved band accounts or committee agreed accounts for Zoom or other platforms.
- Ensure privacy settings are adjusted to protect both leaders and participants



- 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
- 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
- Any activities that are live streamed need to be done with cameras off if they involve children or vulnerable adults
- Ground rules need to be agreed
- 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
- Remember that the child or adult at risk may not have any privacy during the session
- 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
- Ensure that there are at least two adults present as session leaders – more if using break-out rooms



This policy was last reviewed on: 31st July 2025

Signed: Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Changes</u>
01	31/05/2023	Document created	None
02	05/02/2024	Document updated	Added statement about photographs and videos
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