

## **Guidelines on the Use of Social Media**

Cheltenham Silver Band recognises 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 band's reputation, and can jeopardise compliance with legal obligations.

### **Band Websites and Social Media pages**

It is important that you have permission prior to posting images of band members on official band 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.

### **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 other 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 (Linda McQuone) using the procedure outlined in the band's safeguarding procedures.

### **Virtual rehearsals and other online group activity**

Where rehearsals or other gatherings are held online, we will refer to the risk assessment that we have in place for such activity. This includes considerations about having a DBS checked person in charge of the activity and other guidelines about appropriate language, communication and behaviour.

This policy will be reviewed every two years.

The next review is due on: ...01/09/23..... (date)