

Centre Stage Amateur Musical Group

Social Media Policy

(January, 2020)

Chairman: _____

Date: _____

Treasurer: _____

Date: _____

CENTRE STAGE AMATEUR MUSICAL GROUP
SOCIAL MEDIA POLICY – JANUARY 2020

POLICY STATEMENT

Centre Stage is fully committed to protecting the well-being of its participants and Leaders and Volunteers are aware of their responsibilities in connection with use of social networking sites and therefore should be fully aware of its Social Media Policy. Centre Stage members should show respect and understanding for their own rights, safety and welfare and conduct themselves in a way that reflects the Code of Conduct of Centre Stage. The process of implementing the policy is the responsibility of all members of Centre Stage.

All leaders, volunteers, members and parents/carers have free access to this policy on request and it encourages them to use social media safely and securely. It is also to make members more aware of the risks associated with these sites if used inappropriately.

SCOPE

This policy relates to the Centre Stage Facebook and Instagram accounts, and contains guidance regarding the safe use of these functions for members and administrators. Centre Stage is not responsible for the behaviour of members/volunteers/parents on social media outside of the functions described in this document.

GENERAL ADVICE FOR MEMBERS WHEN USING SOCIAL MEDIA SITES

Always:

- Treat others as you would expect them to treat you.
- Provide an example that you wish others to follow.
- Respect a person's right to privacy.
- Remember someone might misinterpret your actions or comments, no matter how well intentioned.
- Members should behave responsibly at all times when using Centre Stage's social media.
- Let Producer or Secretary know of inappropriate messages that you receive on the site so they can deal with the matter.

Never:

- Make suggestive remarks.
- Do not use inappropriate language (ie. swearing, racist comments).
- Permit abusive peer activities (eg. bullying, ridiculing).
- Let anyone join the group who is not connected to Centre Stage, to protect the younger members.
- Disclose personal information about yourself or others.

RESPONSIBILITY

All members are responsible for:

- Following the guidance in this policy.
- Reporting any concerns to the Producer or Secretary.

The Facebook Closed Group Administrators are elected by the Committee. Administrators are responsible for:

- Ensuring that members of the closed group are current Centre Stage members.
- Monitoring use of the group and reporting any concerns.
- Inviting new Centre Stage members to join the group.

The Centre Stage Committee is responsible for all governance of social media and decision making regarding its use. It is also responsible for investigating any concerns relating to the use of social media and deciding on any related actions. Other responsibilities include:

- To establish a robust Social Media Policy.
- Review the policy annually, monitor and evaluate its effectiveness and be satisfied that it is being complied with.
- To follow the procedures as previously outlined in this policy.

SOCIAL MEDIA USED BY CENTRE STAGE

Centre Stage has several Social Media sites which are governed by Administrators. However, it is suggested that members also take care when using social media within the group. It is suggested that adults do not have members who are children (under 16 but particularly under 13) as friends on Facebook etc to avoid problems with content. Although being friends with a child can be innocent it exposes them to whatever you have on your Facebook page, or what other adults may post on it, resulting in young people being exposed to inappropriate content, language etc.

Facebook Closed Group (including the Youth Group)

These closed groups are only for current members of Centre Stage or their parents, meaning only invited members can see the group's information or post on the group wall. These groups are used to:

- Share information specific to the current production i.e. rehearsal schedules, song lists etc.
- Social interaction between members.
- Share photographs (where there is consent, please see the section on photographs).

The Public Facebook Page

This page is public and content can only be added by the Administrators. The page can only be 'liked' by people and posts to the public wall have to be approved by an Administrator. This page is to:

- Promote productions.
- Promote auditions.
- Respond to public queries/enquiries about the group.

Instagram

The Instagram account is overseen by an Administrator. The account is used to:

- Promote productions.
- Promote auditions.
- Improve the 'reach' of the group to new members/audiences.

PROCEDURES

Centre Stage will take seriously any occasions where social media is used inappropriately. Any incidents that could be deemed to be online bullying or harassment will be dealt with in the following ways:

- Allegations will be investigated by the Producer or Secretary straightaway.
- The Committee will discuss any concerns at a Committee meeting, or where a situation requires immediate attention, discussed with as many Committee members as possible and actions agreed.
- Reported to the Police if necessary/appropriate.

The action taken by the Committee will depend on the circumstances of the incident. Action taken could include:

- Informing parents of the issue if the incident involved a child.
- Discussing the issue with both the alleged perpetrator and alleged victim.
- Banning the individual from the Closed Facebook Group.
- Banning the individual from Centre Stage.
- Providing emotional support to the victim.

PHOTOGRAPHS ON SOCIAL MEDIA

Centre Stage recognise that it is not possible to control images and posts uploaded onto social media. Young people have access to cameras on their phones and have their own social media accounts. Centre Stage assumes that a young person with access to social media, and the technology to use this media freely, has parental support in place to make decisions about how to safely use social media but also needs to remember that not every member wants to appear on social media.

Photographs must not be taken during rehearsals by members, only those asked to take photos for marketing purposes are allowed. Any photographs taken by members backstage during show week must be taken with an empty background and with all recipients's permission as not all members agree to have their image on social media. Any photos taken of a child 16 and under needs approval from a chaperone and those under 16 need to get permission off a chaperone before taking any photos.

Centre Stage does have in place some safeguards for members and parents about the use of photographs on social media:

- All parents have the choice to consent to their child's image being on the Closed Facebook page, the Public Facebook page and Instagram. This consent relates to photographs taken by leaders and volunteers, used for the benefit of promoting the group and images shared on the Closed Group. It is made clear to parents and members that Centre Stage cannot prevent these images being shared more widely once they are uploaded to social media or the internet.
- Where a parent does not consent, no volunteer or leader is authorised to use that child's image on social media.
- Centre Stage takes all reasonable action to ensure that other young people and their parents do not upload photographs of children that they are not responsible for, where there is no consent.
- The Social Media Policy and role of the Committee provide governance on this issue and are in place to monitor and address any issues that relate to social media.
- All new members are given access to this policy and supported in understanding it.

CENTRE STAGE AMATEUR MUSICAL GROUP

SOCIAL MEDIA INCIDENT REPORT FORM

Incident:

Action Taken:

Name:

Signed:

Date: