



Centre Stage Eaglescliffe

Social Media Policy

(August, 2024)

The committee  
Chair

Date: 1<sup>st</sup> August 2024  
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Review Date: 1<sup>st</sup> August 2025

## **POLICY STATEMENT**

Centre Stage is fully committed to protecting the well-being of its participants. Leaders and volunteers are aware of their responsibilities in connection with the 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 online 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 access to this policy 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, X (formally Twitter), Instagram and TikTok 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.

## **Public Social Media Group (Facebook/Instagram/X (formally Twitter)/TikTok)**

Centre Stage has several social media sites which are governed by administrators. These pages are public and content can only be added by the administrators. These accounts can only be followed/liked by people and posts to the public wall have to be approved by an administrator. These accounts are to:

- Promote productions.
- Promote auditions.
- Respond to public queries/enquiries about the group.
- Improve the 'reach' of the group to new members/audiences.

## **Facebook Closed Group**

The closed Facebook group is for current members of Centre Stage or their parents/guardians, meaning only invited members can see the group's information or post on the group wall. The Committee is responsible for the running and monitoring of this group.

This group is 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).

## **GENERAL ADVICE FOR MEMBERS WHEN USING SOCIAL MEDIA SITES**

Centre Stage acknowledges that members have personal social media accounts and encourages members to apply a common sense approach to using these. It is suggested that adult members (18 years old and over) do not have members as 'Friends' on social media who are children (under 16 but particularly under 13). However, Centre Stage also acknowledges that the majority of people now use social media as a main source of contact. Therefore, 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.

## **RESPONSIBILITY**

All members are responsible for:

- Following the guidance in this policy.
- Reporting any concerns to a Committee Member.

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 raised by members 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 outlined in this policy.

## **PROCEDURES**

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

- Allegations will be investigated by the Committee 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.
- Completing a social media incident report form.
- If needed removing the individual from Centre Stage.

## **PHOTOGRAPHS ON SOCIAL MEDIA**

Centre Stage recognises that it is not possible to control images and posts uploaded onto social media. Centre Stage asks that members check that any photos they upload on to social media have been done so with the permission of those included in the photo, as not all members agree to have their image on social media

Only photos to be used for marketing purposes are to be taken during rehearsals. This will normally be done by a member of the Committee. Any photos taken of a child 16 and under during show week, needs approval from a chaperone as some members may not have parental permission for their photo to be taken. Parents will be asked to provide photo consent as part of the personal information forms filled in at the start of each new show.

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## SOCIAL MEDIA INCIDENT REPORT FORM

Incident:

Action Taken (including follow up actions):

Name:

Signed:

Date:

