



Chelmsford Young Generation Amateur Musical Society

Registered Charity 275186

www.young-gen.co.uk

ONLINE AND SOCIAL MEDIA POLICY

CYGAMS is committed to promoting and safeguarding the welfare of all members and an effective online safety strategy is paramount to this.

The aims of the CYGAMS's online safety strategy are to protect the members from illegal, inappropriate and harmful content or contact and to establish effective mechanisms to identify, intervene and escalate incidents where appropriate.

In considering the scope of the CYGAMS's online safety strategy, CYGAMS will take a wide and purposive approach to considering what falls within the meaning of technology, networks and devices used for viewing or exchanging information including communications technology (collectively referred to in this policy as Technology).

This policy applies to all members of the CYGAMS community, including employed staff, volunteers, members, parents and visitors, whether on or off CYGAMS premises, or otherwise use Technology in a way which affects the welfare of members of CYGAMS or where the culture or reputation of the CYGAMS is put at risk.

The following policies, procedures and resource materials are also relevant to CYGAMS Online and Social Media practices:

Safeguarding Policy

Code of Conduct

Privacy Policy

Use of the Internet

Members are not permitted to view, retrieve, download or share any offensive material whilst at CYGAMS. Offensive material includes, but is not limited to, content that is abusive, racist, considered to be of an extreme or terrorist-related nature, sexist, homophobic, bullying, pornographic, defamatory or criminal in nature. Use of technology in this way is a serious breach of discipline and may constitute a serious criminal offence. Members will be expected to tell a Safeguarding Officer immediately if they have accidentally read, downloaded or have been sent any offensive material or material that is inappropriate, including personal information about someone else.

Members cannot communicate with CYGAMS Volunteers or Staff using social networking sites or other internet or web-based communication channels unless this is expressly permitted for promotional reasons.

Use of Email

CYGAMS will communicate with Parents and Members via email to communicate relevant information in relation to the Society including, auditions, call sheets, costume requirements, show week information for the current production and promotional events etc. All email communications should be appropriate and no individual email addresses will be shared with other members. Examples of inappropriate communications are those, which are abusive, racist, terrorist-related, sexist, homophobic, bullying, pornographic, defamatory or criminal, in nature.

Use of Mobile Electronic Devices

Members understand that 'mobile electronic device' includes but is not limited to mobile phones, smartphones, smart watches, tablets, laptops and MP3/MP4 players.

Members understand that they are not permitted to use their mobile phones, smartphones or smart watches whilst in the main hall for setting, revision and run throughs of a Production.

Members are permitted to have their mobile phones or smartphones during breaks and lunchtime and all other times when they are not in rehearsals or performing.

Members will not communicate with staff using a mobile phone (or other mobile electronic device), except when this is expressly permitted by a parent, for example when necessary during a promotional event. Any such permitted communications should be brief and courteous.

Use of mobile electronic devices of any kind to bully, harass, intimidate or attempt to radicalise others will not be tolerated and will constitute a serious breach of the Code of Conduct.

All mobile electronic devices are brought into CYGAMS at members own risk. All devices should require a passcode or password to be unlocked and this should never be divulged to any other member.

CYGAMS does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto the premises, CYGAMS insurance does not cover the loss of mobile electronic devices.

Photographs and Images

The use of photographic material or videos of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.

No photograph or video should be taken of any other members without their express permission.

Members will only use cameras or any mobile electronic device to take a still or moving image with the express permission of the member of staff in charge and with the permission of those appearing in the image.

The posting of images which are considered to be offensive or which bring CYGAMS into disrepute is a serious breach of the Code of Conduct and that member implicated in such behaviour will be subject to disciplinary procedures.

Sexting: members will not send indecent images of themselves or others and that doing so may constitute a criminal offence. If a member does commit such an act, it is likely that the local statutory authorities will be consulted. Local statutory authorities include the Police Service and the Essex Safeguarding Children Board, although this list is not exhaustive.

Cyberbullying Guidance for Members

Cyberbullying is bullying that takes place using technology including email, digital and mobile device cameras, text messages, social networking sites, gaming sites, web documents and online blogs. It can be used to carry out all the different types of bullying. However, unlike 'traditional' forms of bullying it can have a greater impact because:

- It can also go further, in that it can invade home/personal space and can involve a greater number of people
- Of the anonymity of the bully
- It can take place across age groups and CYGAMS Volunteers can be targeted
- Of the ability to broadcast upsetting messages and images rapidly to a potentially huge audience and to continue to do so repeatedly over a long period of time
- It can draw bystanders into being accessories.

Cyberbullying includes:

- Threats and intimidation; harassment or 'cyber-stalking'
- Vilification/defamation; exclusion or peer rejection; impersonation
- Unauthorised publication of private information or images
- Production, distribution or sharing of pornographic material

Cyberbullying is not restricted to CYGAMS-based activities. Any form of bullying, intimidation or unpleasantness directed at anyone in the CYGAMS community that is publicised on such sites or through any form of electronic communication will not be tolerated and will be treated as a serious breach of CYGAMS Code of Conduct. Likewise, any posting on such sites that brings the reputation of CYGAMS into disrepute will be treated as a serious offence. An incident of cyberbullying will be dealt with in accordance with the Code of Conduct Policy.

No laptop, tablet or other mobile electronic device may be connected to CYGAMS' network without the consent of the Safeguarding Officer. All devices connected to CYGAMS' network should have current and up-to-date anti-virus software installed and have the latest OS updates applied. The use of any device connected to the Society's network will be logged and monitored.

CYGAMS reserves the right to report suspected illegal activity involving the use of Technology to the police.

Procedures

Members are responsible for their actions, conduct and behaviour when using technology at all times. Use of technology should be legal, safe, responsible and respectful to others. If Members are aware of misuse by other Members, they should report it to a SafeGuarding Officer as soon as possible.

Any misuse of technology by Members, including the use of Technology to bully others, will be dealt with under CYGAMS Code of Conduct Policy.

If a Member thinks that they have been bullied or that another person is being bullied, they should report it to a CYGAMS SafeGuarding Officer as soon as possible.

In any cases giving rise to safeguarding concerns, the matter will be dealt with under CYGAMS Safeguarding Policy. If members are worried about something that they have seen on the internet, or on any electronic device, including on another person's electronic device, they must report it to a CYGAMS Safeguarding Officer as soon as possible.

In a case where a Member is considered to be vulnerable to radicalisation they may be referred to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

All Members should remember the following:

- Always respect others - be careful what you say online and what images you send.
- Think before you send - whatever you send can be made public very quickly and could stay online forever.
- If you or someone you know is being cyberbullied, TELL SOMEONE. You have the right not to be harassed or bullied online. Tell an adult you trust - your parents, any member of staff or volunteer at CYGAMS, or a helpline such as ChildLine on 0800 1111.

- Don't retaliate or reply online.
- Save the evidence - learn how to keep records of offending messages, pictures or online conversations. Ask someone if you are unsure how to do this. This will help to show what is happening and can be used by the Society to investigate the matter.
- Block the bully. Most social media websites and online or mobile services allow you block someone who is behaving badly.
- Don't do nothing - if you see cyberbullying going on, support the victim and report the bullying.
- You may find the following websites helpful:
 - <http://www.childnet.com/young-people>
 - <https://www.thinkuknow.co.uk/>
 - <https://www.childline.org.uk/Explore/Bullying/Pages/online-bullying.aspx>

Parents/Guardians

The role of parents in ensuring that Members understand how to stay safe when using Technology is crucial. CYGAMS expects parents to promote safe practice when using Technology and to:

- support CYGAMS in the implementation of this policy and report any concerns in line with the CYGAMS policies and procedures.
- talk to their child to understand the ways in which they are using the internet, social media and their mobile devices and promote responsible behaviour.
- encourage their child to speak to someone if they are being bullied or otherwise are concerned about their own safety or that of another member or need support.

Committee and Trustee Social Media Policy

Committee members/trustees of Chelmsford Young Generation must not follow, friend, or communicate with current acting members of the Society via their personal social media accounts at any time.

Any necessary communication on social media must be conducted exclusively through the Society's official Facebook and Instagram pages. Only two designated committee members will have access to these accounts and are authorised to manage communications in a suitable manner. All social media interactions must strictly relate to Chelmsford Young Generation matters and uphold the society's values of professionalism, safeguarding, and inclusivity.

Useful resources

There are useful resources about the safe use of Technology available via various websites including:

- <http://www.thinkuknow.co.uk/>
- <https://www.disrespectnobody.co.uk/>
- <http://www.saferinternet.org.uk/>
- <https://www.internetmatters.org/>
- <http://www.kidsmart.org.uk/>
- <http://www.safetynetkids.org.uk/>
- <http://www.safekids.com/>
- <http://parentinfo.org/>