



## Online Safety Policy

### Introduction

This policy provides guidance on how Starlight Youth Theatre uses the internet and social media and the procedures for doing so. It also outlines how we expect all committee members, chaperones, volunteers, parents/carers and the children/young people of Starlight Youth Theatre to behave online.

### The purpose of this policy:

- To protect all children/young people online who are involved with Starlight Youth Theatre
- To provide committee members, chaperones, volunteers and parents/carers with policy and procedure information regarding online safety
- To ensure our organisation is operating in line with our values

### Managing our online presence

Our online presence through our website and social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected
- A designated person will manage our online presence and will remove inappropriate posts by anyone, explaining why and informing anyone who may be affected (as well as the parents/carers of any child/young person involved)
- Identifying details such as a child's/young person's surname, address, school name or telephone number will not be posted on social media platforms or our website
- Starlight Youth Theatre will make sure children/young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- Parents/carers will need to give their permission for Starlight Youth Theatre to communicate with their child/young person through social media or by any other means of communication
- Parents/carers will need to give their permission for photographs or videos of their child to be posted on social media
- All accounts and any email addresses will be appropriate and fit for purpose

### Expectations

- All committee members, chaperones and volunteers should be aware of this policy and behave in accordance with it
- Any content posted should be accurate and appropriate as children/young people may follow them on social media
- All committee members, chaperones and volunteers should not communicate with children/young people via personal accounts or private messages
- Communication to parents/carers should be formal and signed off in a professional manner

- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure according to Starlight Youth Theatre's reporting procedures
- If emails or messages are sent to only 1 child/young person at least one member of the committee should be copied in
- Committee members, chaperones and volunteers should not request friendship from any children's/young people's personal social media accounts
- Committee members, chaperones and volunteers should not accept friendship requests from any children's/young people's personal social media accounts under the age of 18

### **Use of mobile phones or other digital technology to communicate**

When using mobile phones (or other devices) to communicate by voice, video or text Starlight Youth Theatre will take the following precautions to ensure children's/young people's safety:

- Committee members, chaperones and volunteers will avoid having children's/young people's personal mobile numbers and will only ever seek contact through a parent/carer
- Texts will only be used for communicating information

### **Use of mobile phones and devices during rehearsals and shows**

So that all children/young people can enjoy and actively take part in rehearsals and show week Starlight Youth Theatre discourage the use of mobile phones and any other digital device during these times. As part of this policy we will:

- Advise parents that it may not be possible to contact children/young people during rehearsals/show time and provide a contact within Starlight Youth Theatre who will be reachable should there be an emergency
- Explain to children/young people how using mobile phones during rehearsals and in dressing rooms has an impact on their safe awareness of their environment
- Starlight Youth Theatre will advise parents/carers and children/young people that mobile phones or any device with a camera will NOT be permitted into the dressing rooms. Any devices brought with the child/young person will be held securely by chaperones and then returned when being signed out

### **\*Online video calls**

Due to Covid-19 and moving forward it may be necessary to hold meetings or rehearsals via online video calls. Starlight Youth Theatre will require parents' permission for the children to attend these meetings/rehearsals and they won't be 'admitted' to the Zoom room unless we've received that permission. In line with guidelines for individual online lessons we would also ask that the children aren't in their bedrooms for this. As with normal rehearsals, the chaperones will also be present at these meetings/rehearsals. 1:1 meetings are strictly forbidden.

Starlight Youth Theatre commit to implementing this policy and addressing any concerns quickly and within these guidelines.

This policy will be regularly monitored by Claire Cox and Chris Dimelow and will be subject to an annual review and will be agreed by Starlight Youth Theatre Committee.

Signed: Chairperson.....

Signed: Person responsible for safeguarding .....

Original date policy written and agreed: April 2018

Date policy reviewed, updated and agreed: July 2019      Date policy to be reviewed: July 2020

Date policy reviewed, updated and agreed: June 2020      Date policy to be reviewed: July 2021

Date policy reviewed, updated and agreed: July 2021      Date policy to be reviewed: July 2022