

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

It is recognised that the internet provides many opportunities to promote scaba events, advertise vacancies and performances using platforms such as, but not exclusively, Facebook, Twitter and You Tube. Social media is also used to let followers of bands know what the band is taking part in, such as scaba events.

These guidelines aim to protect individuals within scaba and bands participating in scaba events, and express the expectation that they will take responsibility for what they write or post.

We expect individuals to use good judgement and common sense when posting. Inappropriate use of social media may pose risks to the reputation of the association, band and/or individual members and can jeopardise compliance with legal obligations.

You must have permission before posting photos, articles or comments on scaba or official band websites or social media pages. Personal details such as phone number or email addresses should not be posted without the express permission of the individual concerned and must not be posted for individuals aged under 17 or younger.

Posts and comments must take account of the age range of the person(s) concerned and be appropriate and in keeping with the scaba ethos. If the photo or comment relates to a vulnerable person, you must have the permission of their parent or carer before posting.

The scaba committee will review membership and content of scaba social media sites regularly throughout the year and additionally prior to each AGM. Administration rights to sites must be approved by the committee.

It is not appropriate for individual committee members or scaba volunteers to communicate with vulnerable persons using official scaba sites or private social media accounts. Communication for the Southern Counties Youth Band (SCYB) may only take place via email (to parents for players aged 17 and below) or via the closed Facebook group (children must be 13 or older to have a Facebook account of their own).

Points to consider when posting band related information:

- Don't overshare personal information such as date of birth and address in individuals' profiles.
- Consider whether it is appropriate to share your location when posting.
- If asked to click on a link, don't – until you are sure it's safe.
- Requests to join "secret", private or closed social media pages and groups must only be processed by an administrator that knows the individual concerned.
- Only post photos that are appropriate and remember that online photos can be edited using commercially available software in ways that may not be appropriate.

If you come across inappropriate use of the social media in relation to any scaba events or activities, you should let the Secretary or Safeguarding Lead know immediately.