



Electronic Communications Policy (incorporating Social Media, Photography, Filming, Mobile Phone and Online Rehearsals)

This policy applies to all members, the orchestra committee, paid conductors, volunteers, students or anyone working on behalf of the Royal Sutton Coldfield Orchestra (incorporating the RSCO Youth Orchestra and RSCO Orchestra).

For the purposes of this Policy, Social Media refers to Facebook, Twitter, YouTube, The Royal Sutton Coldfield Orchestra website, the business websites of Conductors, TV and newspapers and any other publicity and publication. It is understood by all members, that there is online/social media presence for The Royal Sutton Coldfield Orchestra for the purpose of publicity, information sharing and social networking.

Social Media

- Upon joining The Royal Sutton Coldfield Orchestra, consent will be sought from all adult members and the parents/carers/guardians of all children and young people before any photographs are published on social media platforms and this will be updated on an annual basis to ensure that consent has not altered.
- No member will feature in a published photograph without having given prior consent
- No member will be individually named in any publication, or 'tagged' in a photo without having given prior consent
- Social Media will be used to advertise, promote and diarise RSCO events

Photography/video

- Photographs/video taken at rehearsals, performances and for publicity purposes on behalf of The Royal Sutton Coldfield Orchestra will be taken of any member who has given consent to do so.
- Photographs/video can be taken by any member of the orchestras upon the request of one of the committee members of The Royal Sutton Coldfield Orchestra' for the purposes of publishing via The Royal Sutton Coldfield Orchestra' Social Media or any other media outlet e.g. newspaper article.
- Photographs/video will only be taken and used in a way that does not bring The Royal Sutton Coldfield Orchestra into disrepute.
- If any member of The Royal Sutton Coldfield Orchestra is found to have uploaded personal photographs/video of orchestra members/any orchestra member for malicious purposes, they will be requested to remove them and may be requested to leave The Royal Sutton Coldfield Orchestra. In this instance, any subscriptions paid will be forfeited.

Mobile Phones

- All members' mobile phones must be switched off during rehearsals and performances
- Members are permitted to record rehearsals for the purpose of their own practice
- Where members have recorded rehearsals for their own practice, the recording may not be uploaded to any social media platform

The Royal Sutton Coldfield Orchestra takes no responsibility for any loss, damage or theft of any member's mobile phone or other electronic device.

Online Rehearsals



The following conditions apply and must be complied with:-

- Get permission from parent/carer for member to join in via invite email sent to parents' email address (for under 18) and personal email address (for over 18).
- Use the parent/carers online account unless the young member meets the age restriction for the platform you are using.
- Be dressed appropriately.
- Check the environment that you are broadcasting from is suitable. Try to avoid making calls from bedrooms, but if this is not possible then using a room that is appropriate for the call from a sound point of view, and with an adult in the vicinity if appropriate for the age of the member.
- Ensure that members of your household are dressed appropriately.
- Make sure that the parent/carer is in the room with a young member during the call if they are under 14.
- Make sure that the parent/carer is in the vicinity during the call if they are 14 or over.
- Make sure that a minimum of two leaders are present throughout the video call - this also applies to break out rooms, if used.
- At least one adult on the video call must hold a current disclosure check (DBS). It is recommended that they also hold a Safeguarding qualification.
- Any adult who does not have a disclosure check will always be supervised and won't be left alone.
- Stay online until all members have safely left the meeting.
- Check that materials that you share are suitable and age appropriate.

Parents remain responsible at all times for ensuring that children and young people comply with the Electronic Communications Policy (incorporating Social Media, Photography, Mobile Phone and Online Rehearsals).

Please see the main Safeguarding Policy for The Royal Sutton Coldfield Orchestra's guidance on Bullying, Cyber Bullying and Harassment.

A handwritten signature in black ink that reads 'John Vickers'. The signature is written in a cursive style and includes a long, sweeping underline that extends to the right.

John Vickers
Chairman

Signed on behalf of the RSCO Orchestra.

This policy was last reviewed on 9th July 2020 and will be reviewed annually.