

Photographic, Media and Online Safety Policy



INTRODUCTION

Online safety is the collective term for safeguarding measures related to the use of electronic devices and applications to communicate and access the Internet, often referred to as Information and Communications Technology.

This policy applies to social media and digital communications between Sheffield Vineyard staff and volunteer workers, and with children under 18.

POLICY GUIDELINES FOR STAFF/VOLUNTEERS

- Generally, maintain open, positive relationships with parents and carers, and communicate with them and their children.
- Use an appropriate tone: friendly but not overly familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about the information that you need to share; don't abbreviate or shortcut your communications.
- Be circumspect in your communications with children to avoid misinterpretation of your motives or behaviour that could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children who are within the public domain of Sheffield Vineyard, including your mobile telephone number.
- If children want you to have their mobile phone numbers, email addresses, or similar information, and you communicate with them this way, make sure their parents know and have agreed.
- Only make contact with children for reasons related to the work of Sheffield Vineyard and maintain a log of all electronic contact with individuals or groups, including messaging and texting.
- Where possible, only use equipment provided by Sheffield Vineyard to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure that 'Sheffield Vineyard' appears with every Internet post made by a church computer user. Any user may thus be considered a representative of Sheffield Vineyard when conducting business online.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship-building tool.
- Email History should be kept and dated.
- When using email/internet to communicate with children, it is recommended that communication occur between 9 am and 5 pm. When working with children outside normal office hours, workers should seek advice from their leader, but there should be no email communication after 9 pm.
- Use of Skype/Teams/Zoom and any other web camera or visual communication via the internet is generally not permitted when communicating with a child without a parent present.
- Staff/Volunteers should refrain from using such methods in one-to-one interactions, as they cannot be recorded. (It can be used for conference calls and is considered

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appropriate if a project or group uses a web camera/Skype/Teams/Zoom in a group environment for project purposes, and has clear aims and objectives for its use).

SOCIAL MEDIA POLICY

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the Acceptable Use Policy (see below).
- All interactions on social media groups shall be recorded for safeguarding purposes.
- Any private messages shall be recorded for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred to the Safeguarding Lead or Deputy.
- All social media users must be above the minimum age limit, e.g., 13 for Facebook.
- Workers should set their privacy settings to the highest level to prevent children from seeing anything beyond what is relevant to group communication.
- All social media groups should provide links to statutory authorities such as the Child Exploitation and Online Protection Command (CEOP), to enable children to report online abuse.

CONSENT FOR PHOTOGRAPHIC IMAGES AND VIDEOS ONLINE

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed, and images will only be used for the specific purpose for which permission was sought, and how the image will be stored, if not destroyed. If the intention is to use an image from the internet, this must be clearly stated, and additional permission must be obtained if the image is to be used in a manner not originally specified.
- The use of images will reflect the diversity of age, ethnicity, and gender in the activity.
- Live streaming of events must be clearly advertised in advance, and where children are involved, permission should be sought in line with the photographic guidelines.

ACCEPTABLE USE POLICY (THIS CAN BE INCLUDED WITH CONSENT/REGISTRATION FORMS FOR CHILDREN AND YOUNG PEOPLE, WITH A REQUEST FOR ACKNOWLEDGEMENT BY BOTH PARENT AND CHILD)

- Where access to the internet is provided on Sheffield Vineyard devices or on devices owned by an individual via WiFi, we will exercise our right to monitor usage, including access to websites, interception, and deletion of inappropriate or criminal material, or unlawfully copied text, video, images, or sound.
- WiFi Access will be via a secure password.

Children and Staff/Volunteers should not:

- Search for or download pornographic, racist or hate-motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.

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- Access, download, send or receive any data (including images), which Sheffield Vineyard considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy, in the opinion of Sheffield Vineyard, may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.