

# Llandudno Town Band E-safety and Social Media Policy

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This policy sets out guidelines on how social media should be used to support the delivery and promotion of the Band in a positive manner, whilst protecting it's reputation and preventing any legal issues. The policy is relevant to all Band members and applies to content posted on any device by whatever means.

## **Band Website and Social Media pages**

- Individuals interacting in these spaces should exercise good judgement, apply common sense and take responsibility for what they write.
- Personal details such as telephone numbers and email addresses should not be posted without prior permission of the holders.
- Written permission must be obtained prior to posting images of band members. This permission can be obtained through the **Membership Form**.
- Consideration must be given to the age range of band members when posting images and comments on pages, groups and chat groups to ensure they are appropriate.
- The Band's Committee will ensure that social media spaces are monitored regularly to ensure early detection of any issues or problems. The very nature of social media means that everything is visible, and issues of a potentially sensitive nature could escalate to a crisis situation if not dealt with appropriately and expeditiously.
- Administration of the Band website and social media pages should be overseen by the Band Committee.
- Login details must be kept securely but should be known to more than one person and ideally not able to be changed by just one individual. (This would be helpful in the event that an administrator becomes unavailable in some way or leaves the band).
- Due diligence should be exercised to ensure that the relevant privacy settings are up to date and appropriate.

## **Under 18s and Vulnerable Adults**

Young and vulnerable people face risks when using social network sites. Band members should ensure that their online relationship with this category of individual follows the same rules of conduct as any offline real-life relationship.

For further guidance on this, please refer to the Band's **Safeguarding Policy**.

It would be best practice for adult members of the band not to be social media friends with under 18s or vulnerable adults who are members of the band. This is particularly important with social media platforms that allow individual private communication.

## **Responsibilities and Breach of Policy**

Everyone is responsible for their own compliance with this policy, and any breaches may incur disciplinary action as outlined in the Band's **Code of Conduct and the Membership Policy**.