

# **Act One Youth Theatre**

## **Online Safety Policy**

### **Introduction**

This policy provides guidance on how Act One 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 Act One Youth Theatre to behave online.

### **The purpose of this policy:**

- To protect all children/young people online who are involved with Act One 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
- Act One 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 Act One 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 Act One 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 from any children’s/young people’s personal social media accounts under the age of 16 and in year 11 and under. Any friendships on social media with young people year 12 and above require parents/carers written permission

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

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

- Committee members, chaperones and volunteers will avoid have children’s/young people’s personal mobile numbers and will instead seek contact through a parent/carer
- Texts will be used for communicating information not to engage in conversation
- Act One Youth Theatre will seek parental permission on each occasion we need to contact children/young people directly; the purpose for each contact will be clearly identified and agreed upon

### **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 Act One 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 Act One 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
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Act One Youth Theatre commit to implementing this policy and addressing any concerns quickly and within these guidelines.

This policy will be regularly monitored by Wendy Spencer, Chairperson, and will be subject to an annual review and will be agreed by Act One Youth Theatre Committee.

Signed: Chairperson, Wendy Spencer .....

Date policy agreed: May 2023

Date policy to be reviewed: May 2024