

Social Media Policy

Our club takes the protection and safeguarding of children's data and identity very seriously. This policy, although specific to WOOSC, is in line with the school's own safeguarding policy and procedures.

The purpose of this policy is to:

- Protect children who attend WOOSC, specifically where photographs/videos may be taken.
- Set out guidance of our approach to photographs/videos being taken of children during club sessions.
- To ensure that we operate in line with our values and within the values of the school.

This policy applies to all staff, volunteers, and other adults associated with WOOSC.

Use Of Social Media

WOOSC operates a closed Facebook Group specifically for parents and carers of children at the club. Using this page the club are able to show parents and carers what the children have been doing and provide information and updates as and when required.

Sharing photographs/videos of the children engaging in activities at the club enables staff to be able to show parents/carers what their child has achieved and enjoyed during the sessions, whilst providing the club with a visual record of activities undertaken.

Facebook Group

The Facebook group page is run and managed by a group of administrators, all of which are either employed by the club, on the club management committee, or a school governor. This list of administrators is updated as and when required.

Members of the group page who are not classed as 'admin', are all parents or carers of children who currently attend the club. This list is checked and updated each term by one of the administrators. The Facebook Group is closed so that parents/carers must request to join and be approved by an administrator. The content of the group page is not visible to the public.

Photography and videography

We have a responsibility to promote the welfare of all children within our club and to take, share and use images of children safely.

Photographs/videos are taken of activities, sometimes including children. The images are used either for promotional purposes, or for the benefit of parents on our Facebook group page. Videos are only shared on the Facebook group page. All photographs and videos are taken using an iPad which is the property of, and is used exclusively by, the club. Staff are not permitted to use this iPad for their personal requirements. Staff are not permitted to have their own mobile phones or tablets with them whilst working in the setting. The manager, or staff member in charge of each session is aware who has access to the club's iPad at all times. Images and videos containing children are deleted from the iPad in a timely manner.

Consent

Children, their parents and carers have a right to decide whether their images/videos are taken and how these may be used. When parents and carers register their child(ren) for the club, they are asked to sign a consent form regarding their wishes about photography/videography within the setting, and the use thereof of any images/videos taken. Parents have the right to withdraw consent at any time by writing to the manager, although images and videos already shared or published when consent was active may not be possible to delete.

WOOSC will never exclude a child from an activity because we do not have consent for photography/videography.

Keeping Children Safe

We will seek to ensure children are kept safe by:

- Always obtaining written consent from parents/carers before taking and using any child's image/video.
- Always explaining what images/videos are used for, how they will be stored, and the potential risks of sharing images/videos of children.
- Advising parents/carers that if they wish to withdraw consent that they may do so at any time, but that it may not be possible to delete images/videos that have already been shared or published.
- Not using names of children when publishing or sharing images/videos.
- Never publishing personal information about individual children and disguising any identifying information where applicable (e.g. names on work, clothing etc).
- Deleting images/videos immediately where they may inadvertently contain a child (anywhere in the picture) who does not have a signed consent for photographs/videos to be taken or used.
- Ensuring that parents/carers are aware of how images/videos are stored and for how long (including how we control access to the images/videos by others).
- Only using images/videos where children are dressed appropriately.
- Avoiding full face and body images/videos of children taking part in activities such as swimming where there may be an increased risk of media being misused.
- Using images/videos that positively reflect the child's involvement in the activity.

Ensuring Parents Understand The Risk

Parents with access to the WOOSC Facebook page are made aware of the risks by:

- Ensuring the consent form in the registration pack is clear and comprehensive.
- Requesting that photographs/videos taken during the sessions are not shared on social media by parents/carers or children themselves where the media contains any other child, unless consent has been obtained by that person from the parents/carers of any other children in the image or video.
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any media they share.

This policy was adopted at a meeting of **Wilburton Out of School Club**

Held on

Signed on behalf of the Management
Committee / Proprietor

Role of signatory (Chairperson)

This policy was reviewed on