



# SOCIAL MEDIA POLICY

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## SOCIAL MEDIA POLICY

SOCIAL MEDIA E.G. INCLUDING PERSONAL AND PROFESSIONAL WEBSITES, BLOGS, CHAT ROOMS AND BULLETIN BOARDS; SOCIAL NETWORKS, SUCH AS FACEBOOK, LINKEDIN, TWITTER AND INSTAGRAM; VIDEO SHARING SITES SUCH AS YOUTUBE ARE COMMON FORMS OF COMMUNICATION.

COACHES, STUDENTS, PARENTS, GUARDIANS AND CARERS ARE REQUIRED TO MAKE INFORMED DECISIONS WITH HOW THEY USE THE INTERNET, MOBILE PHONE AND EMAIL COMMUNICATIONS, TO PROTECT OUR ORGANISATION AND EVERYONE WITHIN.

EVERYONE INVOLVED IN OUR ORGANISATION HAS THE RESPONSIBILITY TO SAFEGUARD BOTH WITHIN AND OUT OF THE DOJO, INCLUDING COMMUNICATIONS.

ALSO TO: -

- AVOID PUBLISHING COMMENTS CONCERNING OTHER CLUBS, STUDENTS OR REFEREES AND ANY CONTROVERSIAL/INFLAMMATORY SUBJECTS.
- AVOID HOSTILE OR HARASSING COMMUNICATIONS IN ANY ONLINE COMMUNICATIONS. HARASSMENT IS AN OFFENSIVE CONDUCT IF BASED ON A PERSON'S RACE, SEX, GENDER IDENTITY, NATIONAL ORIGIN, COLOUR, DISABILITY, AGE, SEXUAL ORIENTATION, VETERAN STATUS, MARTIAL STATUS, RELIGION OR ANY OTHER STATUS PROTECTED BY LAW.
- VALOR COMBAT SYSTEMS WILL IDENTIFY ALL COPYRIGHTED OR BORROWED MATERIAL WITH REFERENCES AND LINKS. WHEN PUBLISHING DIRECT PARAPHRASED QUOTES, THOUGHTS, IDEAS, PHOTOS, OR VIDEOS, ACKNOWLEDGING THE ORIGINAL PUBLISHER OR AUTHOR.
- VALOR COMBAT SYSTEMS WILL BE RESPONSIBLE FOR REVIEWING RESPONSES TO ONLINE POSTS AND RESOLVING ANY CONCERNS BEFORE THEY ARE POSTED.

### PHOTOGRAPHY AND FILMING

#### PURPOSE

VALOR COMBAT SYSTEMS WORKS WITH CHILDREN AND FAMILIES AS PART OF ITS ACTIVITIES. THESE INCLUDE TEACHING MARTIAL ARTS, ORGANISING COURSES, GRADINGS AND DEMONSTRATIONS.

E.G.: -

- PROTECT CHILDREN AND YOUNG PEOPLE WHO TAKE PART IN VALOR COMBAT SYSTEMS SERVICES, EVENTS AND ACTIVITIES, SPECIFICALLY THOSE WHERE PHOTOGRAPHS AND VIDEOS MAY BE TAKEN.
- SET OUT WHICH PRINCIPLES GUIDE OUR HANDLING OF PHOTOGRAPHS/VIDEOS BEING TAKEN OF CHILDREN AND YOUNG PEOPLE DURING OUR EVENTS AND ACTIVITIES.
- TO ENSURE THAT WE OPERATE IN LINE WITH OUR VALUES AND WITHIN THE LAW WHEN CREATING, USING AND SHARING IMAGES OF CHILDREN AND YOUNG PEOPLE.

THIS STATEMENT APPLIES TO ALL STAFF, VOLUNTEERS AND OTHER ADULTS ASSOCIATED WITH VALOR COMBAT SYSTEMS.

#### PHOTOGRAPH AND/OR FILMING FOR PERSONAL USE

WHEN CHILDREN, PARENTS, GUARDIANS, CARERS OR SPECTATORS USE PHOTOGRAPHS OR FILMING AT OUR EVENTS FOR PERSONAL USE, WE WILL PUBLISH GUIDANCE ABOUT IMAGE SHARING IN THE EVENT PROGRAMMES AND/OR ANNOUNCE DETAILS OF OUR SOCIAL MEDIA POLICY BEFORE THE START OF THE EVENT. THIS INCLUDES: -

- REMINDING PARENTS, GUARDIANS, CARERS AND CHILDREN THAT THEY NEED TO GIVE CONSENT FOR VALOR COMBAT SYSTEMS TO TAKE AND USE IMAGES OF CHILDREN.
- ASKING FOR PHOTOGRAPHS TAKEN DURING THE EVENT, NOT BE SHARED ON SOCIAL MEDIA.
- RECOMMENDING THAT PEOPLE CHECK THE PRIVACY SETTINGS OF THEIR SOCIAL MEDIA ACCOUNT TO UNDERSTAND WHO ELSE WILL BE ABLE TO VIEW ANY IMAGES THEY SHARE.
- REMINDING CHILDREN, PARENTS, GUARDIANS AND CARERS WHO THEY CAN TALK TO IF THEY HAVE ANY CONCERNS ABOUT IMAGES BEING SHARED.

#### PHOTOGRAPHY AND/OR FILMING FOR VALOR COMBAT SYSTEMS

VALOR COMBAT SYSTEMS MAY USE PHOTOGRAPHY AND FILMING FOR THE PURPOSE OF MARTIAL ARTS TUTORIAL LEARNING. HOWEVER, CHILDREN/YOUNG PEOPLE AND THEIR PARENTS/GUARDIANS/CARERS MUST BE MADE AWARE THAT THIS IS PART OF THE PROGRAMME AND GIVE WRITTEN CONSENT.

IF WE HIRE A PHOTOGRAPHER FOR ONE OF OUR EVENTS, WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY: -

- PROVIDING THE PHOTOGRAPHER WITH A CLEAR BRIEF ABOUT APPROPRIATE CONTENT AND BEHAVIOUR.
- ENSURING THE PHOTOGRAPHER WEARS IDENTIFICATION AT ALL TIMES.
- INFORMING CHILDREN AND PARENTS/GUARDIANS/CARERS THAT A PHOTOGRAPHER WILL BE AT THE EVENT AND ENSURING THEY GIVE WRITTEN CONSENT TO IMAGES WHICH FEATURE THEIR CHILD BEING TAKEN AND SHARED.
- NOT ALLOWING THE PHOTOGRAPHER TO HAVE UNSUPERVISED ACCESS TO CHILDREN.
- NOT ALLOWING THE PHOTOGRAPHER TO CARRY OUR SESSIONS OUTSIDE THE EVENT OR AT A CHILD'S HOME.
- REPORTING CONCERNS REGARDING INAPPROPRIATE OR INTRUSIVE PHOTOGRAPHY FOLLOWING OUR CHILD PROTECTION PROCEDURES.



### PHOTOGRAPHY AND/OR FILMING FOR WIDER USE

IF PEOPLE SUCH AS LOCAL JOURNALISTS, PROFESSIONAL PHOTOGRAPHERS (NOT HIRED BY THE GROUP/ORGANISATION) OR STUDENTS WISH TO RECORD ONE OF OUR EVENTS AND SHARE THE IMAGES PROFESSIONALLY OR IN THE WIDER WORLD, THEY SHOULD SEEK PERMISSION IN ADVANCE. THEY SHOULD PROVIDE: -

- THE NAME AND ADDRESS OF THE PERSON USING THE CAMERA.
- THE NAMES OF CHILDREN THEY WISH TO TAKE IMAGES OF (IF POSSIBLE).
- THE REASON FOR TAKING THE IMAGES AND/OR WHAT THE IMAGES WILL BE USED FOR.
- A SIGNED DECLARATION THAT THE INFORMATION PROVIDED IS VALID AND THAT THE IMAGES WILL ONLY BE USED FOR THE REASONS GIVEN.

VALOR COMBAT SYSTEMS WILL VERIFY THESE DETAILS AND DECIDE WHETHER TO GRANT PERMISSION FOR PHOTOGRAPHS/FILMS TO BE TAKEN. WE WILL SEEK CONSENT FROM THE CHILDREN WHO ARE THE INTENDED SUBJECTS OF THE IMAGES AND THEIR PARENTS/GUARDIANS AND INFORM THE PHOTOGRAPHER OF ANYONE WHO DOES NOT GIVE CONSENT.

AT THE EVENT WE WILL INFORM CHILDREN, PARENTS/GUARDIANS/CARERS THAT AN EXTERNAL PHOTOGRAPHER IS PRESENT AND ENSURE THEY ARE EASILY IDENTIFIABLE, FOR EXAMPLE BY USING THEM WITH A COLOURED IDENTIFICATION BADGE.

IF (NAME OF GROUP/ORGANISATION) IS CONCERNED THAT SOMEONE UNKNOWN TO US IS USING THEIR SESSIONS FOR PHOTOGRAPHY OR FILMING PURPOSES, WE WILL ASK THEM TO LEAVE AND (DEPENDING ON THE NATURE OF THE CONCERNS) FOLLOW OUR CHILDREN PROTECTION PROCEDURES.

### STORING IMAGES

- VALOR COMBAT SYSTEMS MAY STORE PHOTOGRAPHS AND VIDEOS OF CHILDREN SECURELY, IN ACCORDANCE WITH OUR SAFEGUARDING POLICIES AND GDPR POLICY.
- WE WILL KEEP HARD COPIES OF IMAGES IN A LOCKED DRAWER AND ELECTRONIC IMAGES IN A PROTECTED FOLDER WITH RESTRICTED ACCESS.
- WE WILL NEVER STORE IMAGES OF CHILDREN ON UNENCRYPTED PORTABLE EQUIPMENT SUCH AS LAPTOPS, MEMORY STICKS AND MOBILE PHONES.
- VALOR COMBAT SYSTEMS DOES NOT PERMIT COACHES AND VOLUNTEERS TO USING ANY PERSONAL EQUIPMENT TO TAKE PHOTOGRAPHS AND RECORDINGS OF CHILDREN. ONLY CAMERA OR DEVICES BELONGING TO VALOR COMBAT SYSTEMS SHOULD BE USED.