

SOCIAL MEDIA POLICY

Safeguarding should be a practical outworking of our Biblically based values and our gospel witness. This includes how work is carried out using social media. This policy outlines our principles of working and should be read alongside our [Safeguarding policy](#) and code of conduct.

Commitments from UFM Worldwide

- Workers will not illegally copy or play copyrighted content where permission has not been granted.
- Workers will not access, download, send or receive any data (including images), which UFM Worldwide considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material. Should this occur the item would be removed as soon as possible.
- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored groups.
- 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.
- Any safeguarding concerns should be referred to the safeguarding coordinator (Mary Hodson/William Brown) as per the UFM Safeguarding policy. As per this policy, required matters will be reported to the police or other statutory authorities.

Use of Photos

- Permission will be sought before any images are taken or displayed. The images will only be used for the specific purpose for which permission was sought. If the intention is to use an image on the Internet this will be clearly stated as part of the permission and further consent will be acquired if an image is to be used in a way not originally stated.
- Length of retention of photos will be part of the permission process and stored as per our GDPR policy.
- Photographs that include children will be selected carefully and will endeavour to prevent them from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.

Multi-way Format of communication involving children (e.g. Zoom, Skype)

Children are considered to be those under the age of 18 years.

- All adults leading the delivery of UFM children's work will have had a DBS check as per the UFM safeguarding policy.
- Explicit consent from parents will have been given prior to the organised event (see Appendix A)
- Where possible, the leader of the session will send out a link ensuring that the meeting is protected with a password. This link will be sent to the parent and not the child.
- Workers should ensure privacy settings are to highest levels of security and all communication is only what is relevant to the meeting.
- Ideally, if the child is under 16 years, they should access the group through the parental account. This is the responsibility of the parent.
- Public forums that restrict communication to groups rather than one-to-one will be used where possible.

- The same principles in a physical space should be applied to video conferencing as regards the need to have a supervising adult present at all times. There will be more than one adult virtually present at all meetings. Children remain the responsibility of the supervising adult in their location.
- A Risk assessment will be completed for activities by the UFM worker responsible detailing any changes that occur from common practice.
- Children will not join the meeting until the leaders are present and active (e.g. through use of a waiting room) and the leader will end the meeting to ensure that children are not left to chat without appropriate supervision. The leader will remain the 'host' or alternatively will pass this to another UFM personnel who have had DBS clearance.
- Private chat logs will be turned off. Public chat logs will be monitored.
- If there is only one DBS screened adult present in the meeting, the session will be recorded. Consent will be given as part of parental agreement for this recording. This will be stored securely as per our GDPR policy for up to 3 months, until an independent adult from UFM (DBS cleared) has checked through the recording. They will then delete the file if no concerns are found, but sign a log to keep a record of this.
- If a child needs an individual conversation with UFM personnel, we ask that a parent is present. If a teenager requests this and asks that their parent is not present, the meeting will be recorded with permission. This will be retained for up to 3 months, during which time an independent adult from UFM with DBS clearance will then check through this recording and delete if no concerns, signing a log to confirm this.
- A register will be kept of all children and adults who attend the group.

Online safety Recommendations for Mission Partners

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet.

- Technology should be used appropriately to protect children and adults at risk of harm from abuse and exploitation. This may mean adding software to your devices, which provides parental control and family-safe filters, e.g. YouTube restricted mode.
- Encouraging use of technology in an open, rather than private space.
- Educating and talking to your children about the online world with advice and discussion is helpful.
- Obtain appropriate permission before you take photographs and videos of people you are with and particularly if you are intending to share these on social media. It is important that people give consent not just to the photo but also to the method with which you are sharing it.

Policy adopted on 16/7/2020

This policy will be reviewed in July 2021

Appendix A

Consent Form for Multi-way communication

Consent Form for Multi-way Communication

Parent/Carer Agreement

Name of Group/interaction:

Name of Parent/Guardian giving permission and mobile number:

I declare that I have read and understood the UFM Social Media policy and seek to implement it as appropriate.

I agree to:

Name _____ DOB: _____

Name _____ DOB: _____

Name _____ DOB: _____

Name _____ DOB: _____

being part of this group and I understand that it is my responsibility to ensure that there is a responsible adult present in person during the entirety of the session.

I agree to a recording of this session for safeguarding purposes if only one adult (DBS cleared) is present. This will not be used for any public forum. This will be stored securely as per UFM's GDPR policy for up to 3 months, after which it will be checked and deleted by an independent adult from UFM with DBS clearance.

The private chat function (if on Zoom) will be disabled.

I will share any concerns with the Safeguarding Co-ordinator (Mary Hodson/William Brown) if my child or I feel that there may be a risk of harm.

Please inform us if there are any **medical issues** we should be aware of that might affect your child/children's use of Zoom?

Parent/Guardian Signature and date _____

Appendix BConsent Form for use of images**Consent Form for Use of Images**

Name of Individual giving consent and add DOB if a child:

I agree to the use of this image being used for the purposes of:

This image will not be used for any purpose other than that stated above and I understand that further permission will be sought if alternative use is required.

This image will be stored by UFM Worldwide on their secure computer system and will not be shared other than what is stated above.

This image will be kept for _____ and will then be deleted by UFM.

Signature of person giving consent:

_____ Date: _____

Signature of UFM worker requesting consent:

_____ Date: _____