

# Practical Guidance

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*Shaolin Temple Martial Arts and Cultural Centre*

*Member of British Council for Chinese Martial Arts (BCCMA)*



## Social Media Policy

Social media (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 a common means of communication and self-expression.

It's essential that coaches, students and parent/carers make informed decisions about 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 STCC, including communications.

It is the responsibility of all to:-

1. Refrain from publishing comments about other clubs, students or referees and any controversial or potentially inflammatory subjects.
2. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.
3. STCC will identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
4. STCC will be responsible for reviewing responses to online posts and resolving any concerns before they are posted.

## **Photography and Filming Policy**

### ***The purpose and scope of this policy statement***

Shaolin Temple Martial Arts and Cultural Centre (STCC) works with children and families as part of its activities. These include: Teaching Martial Arts, organising courses, gradings, charity events and entering competitions.

The purpose of this policy statement is to:

- I. protect children and young people who take part in STCC's services, events and activities, specifically those where photographs and videos may be taken
- II. set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- III. 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 policy statement applies to all staff, volunteers and other adults associated with STCC.

### ***Photography and/or filming for personal use***

When children themselves, parents/carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents/carers and children that they need to give consent for STCC to take and use images of children
- asking for photos taken during the event not to 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 and carers who they can talk to if they have any concerns about images being shared.

## ***Photography and/or filming for STCC's use***

Shaolin Temple Martial Arts and Cultural Centre (STCC) may use photography and filming for the purpose of advertising, promoting services, Martial Arts tutorial learning. However, children/young people and their parents/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 behavior
- ensuring the photographer wears identification at all times
- informing children and parents/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 out 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 STCC) 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.

STCC 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 and inform the photographer of anyone who does not give consent.

## ***Storing images***

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.