

DIGITAL SAFEGUARDING

1. USE OF PHOTOGRAPHY/FILM OF CHILDREN

1.1 Guidelines for recording images

- Photographing and filming children under the age of 18 is allowed only when a legal guardian (parent/carer) has given prior consent and only if intended for use as a teaching aid or promotional tool.
- All children featured in recordings taken by RET must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs, (i.e. a minimum of vest/shirt and shorts)
- RET will try to ensure that images of a child, who is under a court order, are not recorded or published
- Any instances of the use of inappropriate images should be reported to the NSPCC Helpline or the Internet Watch Foundation (IWF)

1.2 Guidelines for publishing images

- If the child is named (e.g. is wearing a name badge) RET should avoid using their image
- If an image is used, RET should avoid naming the child or use their first name only unless permission is given to use full name. Personal details of children such as an email address, home address and telephone numbers should never be revealed publicly
- RET should request both the child and parent/carers or if working with schools receive school permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A Permission Form is the best way of achieving this and should be completed before any photographs or recorded images are taken (see 3)
- In order to guard against the possibility of a child under a court order appearing on a website, RET will only live stream images of children with prior consent
- RET will carefully consider images of children used in all publications so that images deemed inappropriate are not used.
- Ensure whoever has the permissions does a final check of all images and creates an approved folder for staff to use.
- Images of children should not be used publicly 8 years after the image was taken. They can be kept for archive purposes.
- Images or videos will be taken down at the request of child or parent/carer

1.3 Guidelines for photography/ filming at RET events

If RET uses a professional photographer or invite the press to an event that involves children, we will require our Safeguarding Policy and Digital Safeguarding Procedures to be read and sign the declaration form. The person booking the photographer should arrange this.

The following steps will be taken to help reduce risk:

- A clear brief will be provided face to face with the photographer / filmmaker about what is considered appropriate in terms of content and behaviour

- An agreement will be written to ensure the photographs can only be used by RET and partners and any images of children should not be kept by the photographer.
- The photographer will be issued with identification, which must be worn at all times
- Participants and parents will be informed in advance that a photographer will be in attendance at an event using the Permission Forms and clear signage around the event
- A sticker system will be used to clearly identify children that do not want to be photographed
- Access to the participants by photographers will be supervised by a DBS cleared member of RET's staff or the photographer will have a DBS.

Parents and spectators might also wish to take photographs or record their children participating at the event:

- If the event is a public (e.g. in the public spaces or at a public community event) photography will be permitted
- If the event is private (e.g. invitation only like SEND festival) photography will be permitted
- If the event is ticketed (e.g. Young Company performances) photography will not be permitted in line with all ticketed performance.
- At RET's discretion these procedures can be revoked at any time to protect the children participating.

Staff members and young people may be asked to take photos for marketing purposes on mobile phones. They will be asked to delete these once they have been posted or sent on.

2. ONLINE

Please refer to full guidance in the Social Media Policy

The Connecting department has overall responsibility for digital communications on all RET social platforms and content on our website. Additional digital platforms include social media for other departments and the Rivals as well as the Writeaplay website. All platforms will follow these procedures.

When working online via Zoom or other video platforms, the RET will take the following steps to ensure the safety of participants:

- All participants to be sent the Digital Working Document prior to attending the workshop/session/programme. This details digital etiquette, policy and procedures
- Participants to only display their first names on the video call
- The RET will have a 'Waiting Room' function for all calls so that participants can only be admitted into the meeting when RET staff members are present
- At least 1 DBS checked RET staff member per 10 participants on a video call to be present

- Participants will never be made 'host' or 'co-host' during a meeting to avoid any sharing of images or sounds from participants
- Where Breakout rooms are being used, an adult (RET staff member) will be present in any room with under 18s
- The safe spaces document will continue to be read on Zoom/Video Conferencing calls as in a rehearsal room

The Digital Working Document is published below.

2.1 Website

No images of children or adult at risk will be used without prior consent of a legal guardian in line with the company's policy and procedures for use of media.

2.2 Discriminatory Abuse Online

- All RET website and social media platforms are continually monitored for discriminatory and abusive posts and content
- Clear guidelines are available on our website and social media sites
- Any content that contravenes these guidelines will be removed as soon as possible with a signpost to our guidelines
- Any content that constitutes a hate crime will be reported to the police and should follow safeguarding procedures for reporting. More information can be found in the Social Media Policy.

2.3 Social Media

RET engages with several social media platforms including but not limited to Twitter, Facebook, Instagram, TikTok, LinkedIn and YouTube. The company is represented by authorised users who post on behalf of the organisation, and employees (permanent or temporary), performers and members of the creative teams who comment about RET on their personal channels.

All staff, freelancers and volunteers should refer to RET's Social Media Policy to ensure their own and the company's, safety and reputation online.

If a child or adult at risk asks a member of staff, freelancer or volunteer to 'be their friend' on a social networking site other than via the professional account you must decline.

All staff, freelancers and volunteers should never make reference, in writing or by posting photographs, to any specific occurrence / member of the project at any time on social networking sites.

2.4 Engagement Activity

Within Engagement projects and programmes it is sometimes necessary for staff to communicate with individuals using email, social media and text. In this situation the following apply:

- Work phones and project/professional social media / WhatsApp accounts should only be used for these purposes, not personal phones or accounts.
- Use a professional profile when communicating with participants online. This profile should be linked to a work email address, and contains only work-related information e.g. no personal photos, posts or comments.
- 'Hide' children from their news feed so that any posts made by children are not visible to staff.
- When using a work social media account, add a short policy usage statement on their profile – "This account is used for professional purposes, to enable communication with participants about current and past projects and provide information on forthcoming events that may be of interest. The RET will not use a social networking service as a means of gathering personal information about participants and will only use these profiles to communicate about work related matters."

2.5 WhatsApp

Many staff, volunteers and participants will use WhatsApp as a convenient method of communication. RET recommends using work platforms such as Teams Chat or your work phone for WhatsApp messaging. When using WhatsApp with participants staff should only use the broadcast function to share information.

For internal work groups or if participants and volunteers set up their own WhatsApp groups please keep in mind:

- **Who am I messaging?** - Not everyone will have access to or want to be on WhatsApp or social media channels, so try to make sure that any key information is shared in other formats so that people aren't excluded.
- **What should I message?** – Think about whether what you are saying will be lost in virtual confirmation (i.e. could it be misinterpreted without tone of voice, facial expression, body language).
- **When should I message?** – Please send messages during sociable hours and be mindful of not over-messaging as this can be overwhelming for other group members.
- **Is it a safe space?** - Please remember the Royal Exchange Theatre Safe Spaces Statement. This statement applies equally to both virtual as well as in-person spaces.
- **Who should I talk to if I'm worried about a communication?** - If you are worried about content or conduct in a group that is associated with the Royal Exchange Theatre (even if we are not administering that online group) please do get in touch with your line manager or programme manager.

EXAMPLE MEDIA CONSENT FORM: PHOTOGRAPHY & RECORDED MATERIAL (Adult)

Project Name: Click or tap here to enter text.

Project Dates: Click or tap here to enter text.

Royal Exchange Theatre recognises the need to ensure the welfare and safety of all people who participate in activities. In accordance with the Data Protection Act 1998 images, photographs and recorded material will not be published of people without their consent. Royal Exchange Theatre will take all possible steps to ensure these images are solely for the purposes they are intended.

This form is to establish consent for the participant to be photographed and / or recorded (audio and / or filmed) as part of their membership of the project, and for the recorded material to be broadcast on the platforms listed below. Photographs and recorded material may be uploaded to the following websites:

- royalexchange.co.uk
- facebook.com/rxtheatre
- twitter.com/rxtheatre
- instagram.com/rxtheatre
- youtube.com/royalexchangetheatre

- [Tiktok.com/@rxtheatre](https://www.tiktok.com/@rxtheatre)
- future social media platforms the Royal Exchange Theatre may have
- any partner organisation websites or media outlets for promotional purposes such as newspapers, media websites and broadcast opportunities (this will be discussed if relevant)

Photographs and recorded material may also be used for evaluation, promotion, archive, presentation, and funding application purposes. They may be used as part of project outcomes including script material and / or within an installation (for example the Royal Exchange Theatre exhibition space).

Individual adult consent:

I consent to Royal Exchange Theatre [& INSERT PARTNERS IF RELEVANT] to use the photograph or digital film footage for the above agreed purposes. I understand that once a photograph to film is uploaded to a website this may be viewed by any child / young person or adult.

☐ **YES** / ☐ **NO**

Name:	Click or tap here to enter text.		
Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.

I am also aware that the Royal Exchange may share project photographs with group members at the end of the project, and I consent to images including myself to be shared:

☐ **YES** / ☐ **NO**

[For performance outcomes only] I am happy to be named with my image in a programme

☐ YES / ☐ NO

Please return this form to: [name] Royal Exchange Theatre, St Ann's Square, Manchester M2 7DH or [\[EMAIL\]](#)

EXAMPLE MEDIA CONSENT FORM: PHOTOGRAPHY & RECORDED MATERIAL (Young Person)

Project Name: Click or tap here to enter text.

Project Dates: Click or tap here to enter text.

Royal Exchange Theatre recognises the need to ensure the welfare and safety of all people who participate in activities. In accordance with the Data Protection Act 1998 images, photographs and recorded material will not be published of people without their consent. Royal Exchange Theatre will take all possible steps to ensure these images are solely for the purposes they are intended.

This form is to establish consent for the participant to be photographed and / or recorded (audio and / or filmed) as part of their membership of the project, and for the recorded material to be broadcast on the platforms listed below. Photographs and recorded material may be uploaded to the following websites:

- royalexchange.co.uk
- facebook.com/rxtheatre
- twitter.com/rxtheatre
- instagram.com/rxtheatre
- youtube.com/royalexchangetheatre
- Tiktok.com/@rxtheatre
- future social media platforms the Royal Exchange Theatre may have

- any partner organisation websites or media outlets for promotional purposes such as newspapers, media websites and broadcast opportunities (this will be discussed if relevant)

Photographs and recorded material may also be used for evaluation, promotion, presentation, and funding application purposes. They may be used as part of project outcomes including script material and / or within an installation (for example the Royal Exchange Theatre exhibition space).

Individual Young Person Consent:

I consent to Royal Exchange Theatre [& INSERT PARTNERS IF RELEVANT] to use the photograph or digital film footage for the above agreed purposes. I understand that once a photograph to film is uploaded to a website this may be viewed by any child / young person or adult.

☐ **YES** / ☐ **NO**

Name:

Click or tap here to enter text.

Signature:

Click or tap here to enter text.

Date:

Click or tap here to enter text.

I am also aware that the Royal Exchange may share project photographs with group members at the end of the project, and I consent to images including myself to be shared:

☐ **YES** / ☐ **NO**

[For performance outcomes only] I am happy to be named with my image in a programme

☐ **YES** / ☐ **NO**

For Young People Under 18 Consent:

I consent to Royal Exchange Theatre to use the photograph or digital film footage for the above agreed purposes. I understand that once a photograph to film is uploaded to a website this may be viewed by any child / young person or adult.

☐ **YES** / ☐ **NO**

Name:

Click or tap here to enter text.

Signature:

Click or tap here to enter text.

Date:

Click or tap here to enter text.

I am also aware that the Royal Exchange may share project photographs with group members at the end of the project, and I consent to images including myself to be shared:

☐ **YES** / ☐ **NO**

[For performance outcomes only] I am happy to be named with my image in a programme

☐ **YES** / ☐ **NO**

I am a ☐ Parent / ☐ Carer (please tick as appropriate)

Name:	Click or tap here to enter text.
Email:	Click or tap here to enter text.

Please return this form to:

[NAME] Royal Exchange Theatre, St Ann's Square, Manchester M2 7DH or [EMAIL](#)

**ROYAL EXCHANGE THEATRE
DIGITAL WORKING POLICY**

Occasionally we want to work digitally to connect and create work. In order to do this, we are going to use digital platforms. When using these platforms, it is important to protect you and your families and follow our online code of conduct.

GENERAL ETIQUETTE

- You will not bully, intimidate or harass any user.
- You will not upload viruses or other malicious code.
- You will not solicit login information or access an account belonging to someone else.
- You will not post content that: is hate speech, threatening or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.
- You will not post unauthorised commercial communications (such as spam).
- You will not engage in unlawful multi-level marketing, such as a pyramid scheme.

LIVE VIDEO CHAT

Always think of an online chat as a face to face meeting and conduct yourself as you would if you were all present in the same room.

PRIOR TO THE MEETING

- If you have not used the online tool before, click the link to download the app prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video.
- Check which room or area of your home the internet/Wi-Fi works best in case you are experiencing connection issues.
- Consider finding a quiet space without interruptions or too much background noise.
- Have a plain background if possible. Avoid busy backgrounds which will avert attention, or feature anything of a personal nature.
- Avoid backlight from bright windows, lighting is more useful in front, if you have good lighting on your face you can be seen clearly.
- Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera.
- Join early – up to 5 minutes before the meeting start time. The host will let you into the meeting after you request joining.
- Mute your mobile telephone phone before video call starts.
- Never use your full name, first names will do. If there are people with the same name, then we will recommend using your first name and the first letter of your surname e.g. Andy B or Carys W.
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen.
- Remember it's easy to misinterpret things online – especially if we can't see your facial expressions.

DURING THE SESSION

- Mute your microphone when possible, at times when you are not talking or if you need to move around.
- Try to avoid talking over / at the same time as other participants. If there is a particularly large group in your meeting, you could try methods such as a hand-raising approach.
- Be attentive. Face forward.
- Refer to the director/a Royal Exchange member of staff if you feel worried or uncomfortable about anything.
- Do not record or take photos of anything without the others consent.

SUBMITTING VIDEOS

- Don't use your full name.
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity).
- Don't film anyone else under the age of 18.

- Wear appropriate clothing.
- Keep yourself safe - don't share something that feels too personal, complicated or sad.

If you are worried or concerned about anything online please contact Royal Exchange staff; they will listen and find you the right support.

SHARING WORK CREATED ONLINE

When we share work created online will take the following steps:

- As much as possible, share the final edits with the participants (including their parents/carers for those under 18) before sharing.
- Gain parental/guardian consent for their child (if under 18) to be photographed and videoed.
- Only use images of children/young people in suitable clothing to reduce the risk of inappropriate use.

Only share content through the Royal Exchange Theatre official accounts or partners as agreed with participants.