



Replay Music CIC – Online Safety Policy

RE-PLAY MUSIC is a registered C.I.C no. 15352459, incorporated in England and Wales
The Long Barn, Rodden, Frome, Somerset, BA11 5LD
www.re-playmusic.org

Purpose

Replay Music CIC is committed to ensuring the safety and wellbeing of children, young people, adults, older adults, staff, and volunteers when using the internet, social media, or digital devices as part of our activities, including workshops, festival and live events, online sessions, and community projects.

This policy sets out standards and procedures for **safe, responsible, and secure use of technology**, while allowing participants to benefit from digital tools for education, creativity, and personal development.

Legal Framework

This policy aligns with legislation and guidance in England to protect participants online, including:

- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018
- Education Act 2002
- UN Convention on the Rights of the Child 1992
- Equality Act 2010
- Children and Families Act 2014
- Human Rights Act 1998
- Data Protection Act 2018 and GDPR

Principles

- All participants must be protected from online harm.
- Participants should be supported to use the internet safely for education, creativity, and personal development.

- Everyone involved—staff, volunteers, participants, and families—shares responsibility for promoting safe, respectful online behaviour.
- All participants, regardless of age, ability, disability, gender, race, religion, or sexual orientation, have the right to equal protection online.
- Participants and staff should be aware that **photography and filming may take place at workshops, festival activities, and live events**, and that this material may be used online to showcase our work and demonstrate the impact of our projects. **No photography or filming takes place at other locations, such as partner venues or schools, unless specifically agreed.**

Responsibilities

Staff and Volunteers:

- Follow online safety guidance and model safe and responsible digital behaviour.
- Ensure participants understand that attending workshops, festival, or live events **implies consent** for photography, filming, and online use.
- Use only **Replay Music CIC devices** for recording or photographing participants.
- Store participants' personal data securely and share only when necessary.
- Report concerns about online abuse, misuse, or unsafe behaviour immediately to the **Designated Safeguarding Lead (DSL)**.

Parents and Carers:

- Are informed that attendance at workshops, festivals, or live events indicates permission for their child or dependent to be photographed or filmed for use by Replay Music CIC online and in promotional materials.

Replay Music CIC:

- Works in partnership with participants, families, and relevant agencies to promote safe online practices.
- Maintains secure IT systems and data protection measures.
- Assesses risks of new technologies or platforms before introducing them to participants.

Measures to Ensure Online Safety

- Appoint an **Online Safety Coordinator**.
- Provide guidance and training to staff and volunteers on acceptable online behaviour.
- Educate participants on safe, respectful, and responsible use of digital tools.

- Ensure participants and parents/carers are aware that attendance at workshops, festivals, or live events **gives permission for photography, filming, and online use**.
- Develop clear procedures for responding to incidents of inappropriate online behaviour.
- Maintain secure IT systems, including strong passwords, secure accounts, and controlled access.
- Store personal information safely and share only as necessary.
- Display **event signage** at all workshops, festivals, and live events, notifying participants, staff, and visitors that photography and filming may take place. Images and videos may be used to:
 - Document projects and results.
 - Share on Replay Music CIC websites, social media, and public reports.
 - Demonstrate the impact of our work to funders, supporters, and the general public.
- Provide training and supervision to staff and volunteers on online safety.
- Regularly assess risks associated with new technologies or social media platforms before use.

Opt-Out Procedure

Participants or parents/carers who do not wish to have their photos or videos used for project data, reporting, or online promotion may inform staff at any time.

Replay Music CIC will:

- Exclude the participant from photography/filming.
- Delete any footage already collected promptly from devices and storage.
- Ensure everyone's comfort and privacy is respected, while still allowing us to showcase projects for those who have opted in.

Key Legal Takeaways:

To ensure this procedure is GDPR-compliant and legally sound:

1. **Clear Communication** – Participants and parents/carers must be clearly informed that photography/filming may take place through **signage and verbal explanation**.
2. **Immediate Action** – All opt-outs must be honoured immediately, and any previously collected material must be deleted.
3. **Restricted Contexts** – Photography/filming is limited to the stated contexts: **workshops, festivals, and live events**.

4. **Secure Record-Keeping** – Maintain secure records of any consent or opt-out requests to demonstrate compliance.

Responding to Online Abuse

- Follow robust safeguarding procedures for all forms of online abuse, including cyberbullying, sexting, grooming, and sexual exploitation.
- Support staff, volunteers, and participants affected by online abuse.
- Ensure responses consider the needs of the affected person, any bystanders, and the organisation.
- Review and update online safety measures regularly.

Related Policies

This policy should be read alongside:

- Safeguarding Policy / Child Protection Policy
- Staff and Volunteer Code of Conduct
- Anti-Bullying Policy
- Photography & Image Sharing Guidelines

Resources

- UK Safer Internet Centre: <https://www.saferinternet.org.uk/>
- Internet Watch Foundation: <https://www.iwf.org.uk/>
- National Online Safety: <https://nationalonlinesafety.com/>

Acknowledgement and Sign-Off

All staff and volunteers must read this Online Safety Policy and confirm that they understand and agree to follow it.

Policy Approved By:

- **Designated Safeguarding Lead (DSL):** _____ Date: _____
- **Senior Manager / Director:** _____ Date: _____

Staff / Volunteer Acknowledgement:

I confirm that I have read and understood the Replay Music CIC Online Safety Policy and agree to follow its procedures.

- Name: _____
- Role: _____
- Signature: _____
- Date: _____

(Repeat this section for each staff member/volunteer as needed.)

Next Policy Review: [Insert date – 1 year from approval]