



## Use of Social Media Policy

The Trinity Safeguarding Policy requires that special care should be taken with use of social media - all staff and C&YW volunteers or Church Officers (i.e. anyone appointed or elected by, or on behalf of the Church to an office, post or role, whether they are ordained or lay, paid or unpaid) will follow policies and guidelines issued by the Diocese regarding appropriate use.

### Purpose

Social media can be a useful tool for engaging with the worshipping church and wider community. It is used freely by a wide range of age groups and might include, for example, Facebook, Twitter, Instagram, Snapchat, Zoom and WhatsApp. It also includes joining web page discussions and forums.

WhatsApp is not used by young peoples' groups, as the age for having an account is 16, and none of our groups are for over 16s only. However, home groups may have group WhatsApp groups.

This policy is intended to be a living document that reflects the current needs of Trinity Church. To help facilitate safe spaces for conversation, community and dialogue within Trinity Church on social media outlets, the following policy will be observed in the management of user-generated content submitted to Trinity Church social media platforms.

As a church it is right that we engage in using these platforms as appropriate. However, we have a responsibility to ensure that we safeguard against risks which may include:

- Forming inappropriate relationships
- Making offensive, sexual or suggestive comments
- Blurring the boundaries between public work/ministry and private life
- Grooming and impersonation
- Bullying and harassment

### What is social media?

Social Media, in this policy, refers to all online communication in a public space, from Blogging, Zoom, Twitter, Facebook, Messenger, WhatsApp, e-mail. And all other social media platforms.

Engagement through a computer or smartphone screen should not change our understanding of confidentiality, responsibility, good manners and Christian witness. Safeguarding and compliance with GDPR and data protection standards remains paramount.

***Software applications such as Snapchat that routinely delete information and files/attachments shared after they are seen are not permitted for use in church activities.***

### Who is covered by this policy?

The Social Media Policy is designed to ensure that we communicate within the law and in a way consistent with our Christian character. This Policy recognises that the Christian faith has communication (the word – written or spoken), at its heart and that electronic communications are now a central part of everyday life. In this sense it has a vital role in updating, co-ordinating and improving the experiences of Christian groups (such as youth groups, community care groups, home groups and prayer ministry). It is also recognised

that with this comes risk, and the following guidance and responsibilities section defines how risks are minimised and mitigated.

Trinity Church PCC recognises the following activities which are approved to use social media.

- Elevate – Instagram, messenger, Zoom -if required
- Impact – Zoom -if required
- Explode – Zoom -if required
- 1:1 sessions with Young People, led by approved persons (non currently) – texts used to arrange meetings, Zoom -if required
- Youth Home Group – Zoom -if required
- Trinity School Sunday Group Yr7+ – Zoom -if required
- Trinity Church – Social media platforms for the use of promoting Trinity Church. Platforms and content should be age appropriate and access and content to be reviewed by safeguarding on request.
- Home Groups – WhatsApp
- Teams (eg Set Up Team, Sunday group leaders teams) WhatsApp

We are complying with age restrictions set by sites. So if U13 we encourage parents rather than the YP to follow.

### **Standards and responsibilities**

Trinity Church PCC expect the use of social media to maintain the high standards set in the following guidance and responsibilities at Appendix A. Any breach of these standards will be considered as a breach of this policy and steps will be taken to address that behaviour as appropriate.

#### **In summary:**

Being online is an extension of church life and the expectations of the parishioner remain as high in this context as in any other. In general, those engaging online will conduct themselves in a Christian manner and demonstrate these values at all times. In particular:

- Be safe. The safety of children, young people and vulnerable adults must be maintained. If you have any concerns, ask our safeguarding lead.
- Be respectful. Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful. Equity: unkind and inappropriate reference to someone's race, gender, disability, religion or similar demographic factor will not be tolerated.
- Be kind. Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just whether you would say it in person, but the tone you would use.
- Be honest. Don't mislead people about who you are.
- Take responsibility. You are accountable for the things you do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If you're not sure, don't post it.
- Be a good ambassador. Personal and professional life can easily become blurred online so think before you post.
- Disagree well. Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them. Individuals will not engage in online disputes and arguments contrary to group harmony or that may cause wider offence and distress.
- Credit others. Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.

- Follow the rules. Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it.
- Do not contact a young person after 10pm or before 7am.
- Where group zoom meetings take place, there will always be two leaders present.

This guidance should be read alongside Trinity Church Safeguarding Policy. Any online concerns with regard to safeguarding should be reported immediately and in line with the Safeguarding Policy.

Approved by Trinity Church PCC

Date:

Signed Incumbent .....

Review Date: First PCC meeting after the APCM 2025

## Appendix A

### Guidance and responsibilities

#### 1. Public Domain

The law views anything shared online as being in the public domain. Sharing thoughts and reflections with friends using social media or email might feel personal and private; but if more than one person can access what we have written, it is highly likely that the law would class it as "published". It is subject to the law touching libel, copyright, freedom of information and data protection.

If we wouldn't say something in the local newspapers, we shouldn't say it online.

Content should be age appropriate to the platform and users

#### 2. Permanence

Anything said on the Web can be assumed to be permanent. Even if we delete a comment made on a website, it could still have already been seen by other people, re-published, or had a screenshot picture taken. It is easy to say something in the heat of the moment that we regret later, but it could remain permanently online for all to see.

#### 3. Security

It is absolutely not safe to assume anything electronic is secure. Privacy settings on social media tools might mean comments going only to accepted "friends" or "followers" but there is no guarantee that they will not pass (repost) them outside trusted circles.

#### 4. Gossip

Social media can pose a risk to confidentiality and be intrusive. Social media does not change our fundamental understanding about confidentiality in the life of the Church. When telling a story about a situation which involves someone else, it is always useful to pose the question "Is this my story to tell?"

Furthermore, we should ask if the story is likely to cause distress, inconvenience, upset or embarrassment to others if they discovered it had been shared in this way. If in any doubt at all, it should not be shared online.

## 5. Representatives

If we are church members, youth leaders or church employees, anything we do or say in the public domain will be interpreted by the public as representative of attitudes and behaviour in the Church. Controversial, nasty or insensitive comments can quickly attract the attention of the media. In the web environment, the person pressing the keys is ultimately responsible for their own online activities, but they can tar a lot of others with their own brush in the eyes of the media.

## 6. Separation

Keep a clear separation between personal and corporate accounts. If you tweet/message as yourself, mark the account clearly as “my own views” so there is no suggestion your opinions represent a wider church or organisation. If you tweet/message from an account representing the church, then make sure you avoid expressing personal opinions. Any account which carries the logo, address or website of the church should be seen as a corporate account and only speak for the church.

## 7. Recommendations

Take care with external links. When you link to material, check out the website you are linking to – is its overall focus one you are happy to publicise and promote?

## 8. Real-time Relationships

Interactions in the virtual world need to be transparent. Healthy boundaries and practices must be adhered to just as they should be in the physical world. In the virtual world, “friend” or “follower” can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality and expectations for relationship.

## 9. Web cameras and livestreaming videos

Recorded Videos may not be posted by members unless authorised by the administrator, member of the ministry team or appropriate designated person.

They must be relevant, appropriate and Christian in appearance and content and must comply with copyright legislation.

## 10. Using ‘Zoom’ or live streaming platforms safely

More detailed guidance on Safeguarding guidance for churches using video conferencing as part of their ministry can be found at:

<https://exeter.anglican.org/wp-content/uploads/2021/01/Guidance-on-safeguarding-whilst-using-videoconferencing-platforms-for-ministry-v1-1.docx>

## 11. Safeguarding

Laws regarding the reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world. Very clear boundaries must be maintained when communicating with children and young people. The law and policies on Safeguarding apply in communications with children and young people by whatever means, and Safeguarding guidelines apply fully online.

Communications should be public and in the view of whole groups, not individuals. Private messages should not be exchanged with young people via social media without a discussion with parents prior to any e-communication so that they are aware this may be happening and permission sought for 1-2-1s to take place.

A list of regular zoom meetings that take place will be kept, as will a list of 1:1 support groups, noting their purpose. Church workers having regular electronic contact with any children or vulnerable adults should keep their whatsapp/text messages on their phones (and if IT knowledge allows, back these up onto some

cloud storage) so there is a record of the communications. **Church workers must be willing to surrender their phone for random occasional checking of those messages, to a member of the safeguarding team, or the incumbent.**

## 12. Emails

Face to face communication is always preferred, please try to speak to people face to face or via the telephone. Use e-mail as a last resort. When email is used, carefully check that you are representing what you trying to say in the best manner, keeping within the above guidelines. Make sure you are sending it to the correct recipient and for the right reason. Only write what you are comfortable to say face to face. Only copy other recipients into an email when it is expedient to do so. When sending an email to multiple recipients, always consider using BCC, known as Blind Carbon Copy. This is to avoid disclosing other people's e-mail addresses. Only use CC (Carbon Copy) if you purposefully want recipients to see all other copied recipients e-mail addresses. When replying to an email with visible multiple recipients, only 'reply to all' when the sender has asked you to do so. Replies should be personal and not public. Never copy recipients into a thread of emails. This is a quick way to lose confidentiality and cause damage. Emails are to be precise and easy to read.

## 13. Pictures

Photos, files and attachments will not be posted by members unless first vetted and authorised or unless written consent is given. Pictures of children should be discouraged, and prior permission needs to be obtained from a member of the ministry team or appropriate designated person for any photographing of children (C&YW co-ordinator).

## 14. Personal accounts

Personal social media accounts should be kept distinct from accounts relating to church roles and responsibilities, and should be clearly labelled so that the views expressed cannot be taken to represent those of the Parish. Nonetheless, church members administering online duties for the church should ensure that their personal social media use is conducted in a manner consistent with their Christian character and this policy.

**This guidance should be read alongside Trinity Church Safeguarding Policy. Any online concerns with regard to safeguarding should be reported immediately and in line with the Safeguarding Policy.**

### Other sources of useful guidance:

“Safe Environment and Activities Guidance” ([Section 11 Page 51 of the Parish Safeguarding Handbook](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf))  
<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

“Guidance on Safeguarding whilst using video conferencing platforms for Ministry”

<https://exeter.anglican.org/wp-content/uploads/2021/01/Guidance-on-safeguarding-whilst-using-videoconferencing-platforms-for-ministry-v1-1.docx>

“Using Zoom for video meetings with young people”

<https://www.churchofengland.org/sites/default/files/2020-04/being-connected-with-zoom-safely.pdf>