

Safeguarding

Social, Digital Media and Communications Policy.

Young people today are highly skilled in the use of technology and for many, it is their preferred medium of communication. Recent studies around the use of technology in ministry settings with children, youth and young adults have identified the powerful tool that such technologies are with regard to evangelization and catechesis. These studies sought to explore and analyse the use of such mediums by children, youth and vulnerable adults and this research identified a number of important points for consideration in relation to safeguarding whilst utilizing social, digital media and digital communications in a ministry setting.

Firstly, many identified that young people engage with and utilize such technologies in the first instance to make connections, to bond with groups they consider like-minded and, in an effort to find belonging whilst making meaning in their lives. Of note was the wish to retain a level of detachment and perceived safety in such interactions. In this regard these studies highlight some difficulties posed by the mediated nature of such technologies and the risks that they may pose to children, youth, and vulnerable adults.

Given these perspectives, it is to be acknowledged that social, digital media and communication technology is indeed a powerful ministerial tool and yet the complexity of the technology involved coupled to the scope of influence that can be exacted by such technologies necessitate the development of robust guidelines, processes, and practices. The primary goal of such structures is to encourage positive use and importantly keep children, youth and vulnerable adults safe.

What is Social, Digital media and communications

Social, digital media and communications are terms commonly used to refer to Internet/web, mobile-based channels and technological tools that allow users to interact with each other, meet online in order to share opinions and content, and within the context of a faith setting Evangelize and Catechize utilizing such tools. The term “Social, digital media and communications” encompasses the activities of engaging with a broad range of technologies with the sole purpose communicating a message to a person or group of people.

As stated above Social, Digital media and communications are broad terms used today which cover electronic communication mediums including online forums, software, digital images, digital video, video games, web pages/websites, social media platforms, data/databases, podcasts and digital audio.

The use of social, digital, and communication media enables communication and interactive dialogue between persons or parties and allows the sharing of information. Whilst the use of digital media is positive, it can also provide the opportunity for abuse. It is also to be noted that the use of social, digital media and communications is impacted by GDPR and data protection regulations. Within the framework of this document, it is important to note that special consideration within GDPR regulations is given to those under the age of 18.

Irish Bishops Conference Resources and Guidelines

The Irish Bishops Conference has also developed “The Digital Hub” which has been specifically developed to address many of the concerns and issues surrounding the use of Social, digital and communication mediums during the course of ministry which can be accessed by Clicking the following link.

<https://www.catholicbishops.ie/digitalhub/>

We ask that you familiarize yourself with the resources contained in the “Digital Hub” and draw attention to the “Quick Links Menu” located in the “Digital hub” pointing specifically to the “Guidelines & Principles” and “Safeguarding” sections.

Guidelines and Principles:

<https://www.catholicbishops.ie/digitalhub/digital-hub-guidelines-and-principles/>

Broadcasting & Live Streaming:

<https://www.catholicbishops.ie/digitalhub/digital-hub-broadcasting-and-live-streaming/>

Websites:

<https://www.catholicbishops.ie/digitalhub/digital-hub-websites/>

Social Media:

<https://www.catholicbishops.ie/digitalhub/digital-hub-social-media/>

Videos:

<https://www.catholicbishops.ie/digitalhub/digital-hub-videos/>

Podcasting:

<https://www.catholicbishops.ie/digitalhub/digital-hub-podcasting/>

Safeguarding:

<https://www.catholicbishops.ie/digitalhub/digital-hub-safeguarding/>

GDPR:

<https://www.catholicbishops.ie/digitalhub/digital-hub-gdpr/>

A – Z of technology terms:

<https://www.catholicbishops.ie/digitalhub/digital-hub-a-to-z-of-technology-terms/>

Taking into consideration the factors above it is important, within the Archdiocese, to be aware of the risks involved, and to put in place good safeguarding practice to protect children, young people and vulnerable adults online. Abuse of children online can take many forms, including grooming, cyber bullying, pornography, exploitation and emotional abuse; Through this policy, and code of behaviour, we aim to offer safeguarding guidance to protect the children in our care.

What the Law Says

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Northern Ireland and the Republic of Ireland

Summaries of the key legislation and guidance relating to safeguarding are available by clicking one of the following links:

- [online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- [bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- [child protection learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)
https://learning.nspcc.org.uk/child-protection-system

Click the following link to access Legislation specific to Northern Ireland and Republic of Ireland

<https://www.armagharchdiocese.org/wp-content/uploads/2021/03/Legislation-in-the-Republic-of-Ireland-and-Northern-Ireland-relating-to-Social.pdf>

Summary of GDPR legislative regulations relating to this policy:

[Click Here to access GDPR specifics regarding photography, videography and data pertaining to minors.](https://ico.org.uk/for-organisations/guide-to-data-protection/key-data-protection-themes/explaining-decisions-made-with-artificial-intelligence/part-1-the-basics-of-explaining-ai/legal-framework/)

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-data-protection-themes/explaining-decisions-made-with-artificial-intelligence/part-1-the-basics-of-explaining-ai/legal-framework/>

Principles in working safely online to protect children, young people and vulnerable adults from abuse, cyber bullying and emotional harm in the digital environment.

Good safeguarding practice in this area is informed by policy, legislation and practice, in particular the four principles enshrined in the UNCRC. When working with children and youth in Archdiocese we must be mindful of their rights and best interests.

1. Non-discrimination:

Children, young people and vulnerable adults join the Church through the Sacrament of Baptism and participate in Church life through a variety of ministries including altar serving, children's liturgy, sacraments, prayer services, gospel teachings, and a range of youth ministry activities. Ministry with children, young people and vulnerable adults should be a joy and embraced as a living, joyful experience for all involved. Almost all children and young people irrespective of age, race, or ability use technology in a positive way, and for many, electronic communication has replaced direct contact and conversation as their communication method of choice. In this changing cultural context of childhood and adolescence, it is important and appropriate that in Archdiocese of Armagh we are aware of the many risks involved in children, young people and vulnerable adults using digital media and have safeguards in place.

2. Best Interests of the child, young person or vulnerable adult:

Communication with children, young people and vulnerable adults through digital media should always have at its core the best interests of the child. This can be achieved through ensuring at all times appropriate use of language, images, photography, messaging and video. The purpose of communicating with children through social, digital media and communications within the Church is to provide them with information about God's teaching and offer the opportunity to experience a personal encounter with God. Our activities include simple messaging, such as arranging meetings, through to profiling the work of the Church body as it relates to children, young people and vulnerable adults. The needs of the child, young person and vulnerable adult should at all times govern the use of technology, and communication therein. Such technologies should never be used in an overt or covert way to harm a child, young person or vulnerable adult.

3. Right to life, survival and development:

Children and young people must be safeguarded from all forms of abuse online and through social and digital media. There should be a zero-tolerance approach to bullying online, grooming, sexting, intimidation or emotional abuse etc.

Complaints and allegations of inappropriate communications or digital activities from child to child or from adult to child, young people and vulnerable adults must be dealt with decisively and firmly, and any unacceptable behaviour must be reported and addressed without delay.

4. Children, young people, and vulnerable adults have the right to express their opinions and may choose to exercise their right to disclose abuse. It is imperative that they are listened to with respect.

Children and young people are most likely to initially disclose abuse to either a parent or same-aged friend. Hearing that a child or young person or vulnerable adult has been abused is distressing, and this will be felt even more acutely if you are a friend or relative. It is possible that the perpetrator is known to you and may even be a family member. Services that are available for children can also help support family members and friends of victims and guide you through the next steps.

It is important to remember that while it is your role to be a supportive listener, it is not your role to counsel the child or investigate his or her claims. Child protection workers will undertake investigations and professional counsellors are available to provide counselling.

Most importantly, the needs and welfare of the child or young person or vulnerable adult must take priority over any perceived threat to the reputation of the organisation or associated individuals.

If a child or young person or vulnerable adult discloses abuse that is occurring, or has occurred, outside the organisation, you should support them by believing him or her and reassuring them that telling was the right thing to do. If your organisation does not have protocols in place for such circumstances, you should still inform management and the relevant statutory child protection department in your area. Finally, keep information confidential. Only those people who must know should be informed of the disclosure.

It is important to remember that while it is your role to be a supportive listener, it is not your role to counsel the child or investigate his or her claims. Child protection workers will undertake investigations and professional counsellors are available to provide counselling.

Adapted from:

<https://aifs.gov.au/cfca/publications/responding-children-and-young-people-s-disclosures-abu>

Risks to children, youth and vulnerable adults online

The internet is an amazing resource which enables children and young people to connect, communicate and be creative in a number of different ways, on a range of devices.

However, the internet is always changing, and being able to keep up to date with children's use of technology can be a challenge.

Children and young people still need advice and protection when it comes to managing their lives online.

Issues that children may encounter on the internet will vary depending on their age and online activities. We have grouped potential online risks into these 3 categories.

Conduct: children may be at risk because of their own behaviour, for example, by sharing too much information

Children need to be aware of the impact that their online activity can have on both themselves and other people, and the digital footprint that they create on the internet. It's easy to feel anonymous online and it's important that children are aware of who is able to view, and potentially share, the information that they may have posted. When using the internet, it's important to keep personal information safe and not share it with strangers. Discuss with the children the importance of reporting inappropriate conversations, messages, images and behaviours and how this can be done.

Content: age-inappropriate or unreliable content can be available to children

Some online content is not suitable for children and may be hurtful or harmful. This is true for content accessed and viewed via social networks, online games, blogs and websites. It's important for children to consider the reliability of online material and be aware that it might not be true or written with a bias. Children may need your help as they begin to assess content in this way. There can be legal consequences for using or downloading copyrighted content, without seeking the author's permission.

Contact: children can be contacted by bullies or people who groom or seek to abuse them

It is important for children to realise that new friends made online may not be who they say they are and that once a friend is added to an online account, you may be sharing your personal information with them. Regularly reviewing friends lists and removing unwanted contacts is a useful step. Privacy settings online may also allow you to customise the information that each friend is able to access. If you have concerns that any child is, or has been, the subject of inappropriate sexual contact or approach by another person, it's vital that you report it to the police via the Child Exploitation and Online Protection Centre (www.ceop.police.uk) or to the PSNI. If your child is the victim of cyberbullying, this can also be reported online and offline. Reinforce with your children the importance of telling a trusted adult straight away if someone is bullying them or making them feel uncomfortable, or if one of their friends is being bullied online.

Protections

Each user is responsible for the information or data that is on their electronic device. In the Archdiocese of Armagh, we have taken steps to ensure safe use of the digital media. The following principles and guidance must be followed.

It is not acceptable to behave or communicate in ways which might suggest that you are trying to develop a personal relationship with a child.

- It is never appropriate to post any content that could be deemed abusive, defamatory, obscene or libellous.
- It is never appropriate to post comments that indicate or appear to endorse grossly irresponsible behaviour or law breaking of any kind.
- Relevant and appropriate permissions should be sought prior to conducting specific activities that involve photography and videography

In the Archdiocese of Armagh we

- Have e-safety agreements.
- Have appropriate software to improve security.
- Have a web camera use procedure.
- Have protocols about adults' communication with children which is in keeping with the ethos of the organizations and in line with the need to safeguard children.
- Have developed permission forms for use by parishes and throughout the Archdiocese regarding photography and videography.

When engaging with children we will not:

- Send personal messages to a child, using personal social networks.
- accept a child as a friend on a personal page.

At all times we will:

- Ensure that all forms of abuse online, including bullying, grooming, intimidation etc. are reported.
- Ensure that all material produced, posted online and circulated digitally is appropriate (both age-appropriate and content appropriate), is not misleading and is socially acceptable.
- Ensure that the online material is monitored regularly, and that any offensive or inappropriate material is removed.
- Protect personal information by not allowing public access to e-mail addresses, mobile numbers etc. and by not including any distinguishing information in Archdiocesan productions.
- Ensure sharing of information will be monitored to ensure compliance with the Diocesan policy
- Ensure photographs and images are only used for defined purposes and having appropriate consents.

Good Practice guidelines

DO

- Ensure your mobile phone, computer, notebook and other technological equipment is password/ PIN protected. This will ensure that other people cannot use your equipment.
- Have a separate online account/ identity which is not your personal one to distinguish between personal communication and your ministry.
- Have clarity around the use of personal equipment when communicating with children in ministry.
- Make sure that anything that is posted online by you is appropriate; remember that once it is posted online it is public. This includes chats and images/ photographs.
- Switch off Bluetooth, as this allows another person to access your equipment and pretend to be you.

DO NOT

- Share your personal information with children. This includes personal mobile phone numbers, social networking accounts, personal website/ blog URLs, online image storage sites, passwords/ PIN numbers etc.
- Use your personal mobile phone to communicate with children/young people by phone call, text, email, social networking site.

Access or share inappropriate images of children.

- Add or allow a child whom you are ministering to join your contacts/friends list on personal social networking profiles.
- Play online games with children; always check before you play online with someone you do not know.

The Importance of Relevancy, Timeliness and Value in online activities with children, youth and young people.

It is important that all websites, and social media platforms are fresh and up to date. A channel, page, or website that lies dormant is worse than no channel, page, or website at all. All dates, times and links to liturgical streams should be up to date and live. Content should be appropriate, relevant and above all serve the primary aims and ethos of the Church. A study carried out by the NSPCC noted that a well-managed, relevant and appropriate online presence can send a powerful message about the structures and processes that exist in an organization and in some way act as a potential deterrent to those who would endeavour to harm children, youth or vulnerable persons.

Good sources of content include:

- Helpful hints, information, or reminders
- Links to pertinent or interesting sites/information related to our faith
- Current or historical facts and interesting tidbits related to your community and parish area.
- Awards and achievements of our communities and its members
- Congratulations and other good wishes
- Posts from other sites and channels (e.g. Irish Bishops Conference, Religious Order Sites, Vatican media sources)
- Parish and Diocesan related photos

Digital media and all online platforms (when designed and utilized well) do act as a very effective evangelization and Catechetical tool. It is imperative that you are clear on what it is you wish to achieve by using these mediums and it is also important to realize and enact clear boundaries with regard to safeguarding in your online ministry. Remember this medium represents an extension of ministry. The primary aims of all digital/social media and online ministry should be to evangelize, promote personal relationship with Christ, promote faith and develop the communal nature of Parishes.

It is important to note that often the best-received content is carefully planned and well timed. Recognizing what our young people and youth are talking about and when is of critical importance. Posts that capitalize on active, real conversations in our communities usually have higher engagement, these online interactions enhance our physical interactions as Church. The best social media practitioners know the best times to post, understand when their audience is most active, and above all else seek to maintain the dignity of all who use these platforms.

Conclusion

It is worth remembering that as church representatives engaged in digital and online spaces, we are subject to the watchful eye of the public and wider media. There is certainly an element of vocational calling in our presence online, as representatives of our parish, denomination, and faith but it is also worth noting that there is a great responsibility that comes with that. If social media and digital mediums are used wisely, we can shine a light on the Church through our actions and by the personal witness we each give. Our primary aim in engaging in social, digital media and communications with children, youth and young people is to share the message of Christ in a way that always maintains the safety of those we minister to and with.

If you are worried and have concerns:

As a user of social, digital media or communications, you may become concerned about something you see or read.

It is important that you share your concerns and report anything which you feel believe is inappropriate or abusive towards children. In line with Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016, all allegations, suspicions and concerns must be reported to the police and the statutory child protection services. If in doubt, you should consult with the Church body's,

Archdiocesan Liaison Person:

Aidan Gordan

Tel : (028/048) 3752 5592, Mobile 0044 78 4110 1687

E-mail safeguardingdirector@archdioceseofarmagh.com

Eleanor Kelly

Tel: Mrs Eleanor Kelly – Tel (028/048) 37525592

Mobile 0044 75 8432 3138

E-mail ekelly@archdioceseofarmagh.com

Childline: 0800 1111

NSPCC: 0808 500 5000

Social Services 9-5pm 0800 785 7745 or 028 3741 5285

Given the international nature of abuse online it may be appropriate for the police to liaise with colleagues across the world, and your computer may need to be examined by the police to obtain contact information that may assist their investigations.

Appendix 1: SBNI Interfaith E-Safety Brochure.pdf



USE OF MOBILE PHONES ON ACTIVITIES

Groups should, with parents and children/young people, develop a policy on the use of mobile phones during youth activities. This policy should be communicated to all parents and youth members. The policy could include:

- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of mobile phones including text messaging or playing games cannot be allowed to be a distraction from a safe awareness of the environment.
- That the usage of mobile phones including text messaging or playing games cannot be allowed to interfere with full participation in the activity.
- That when on camps or overnight activities, there is a stated preferred time period when parents may make contact, if they wish. Parents should be advised that contact outside of this time may not be possible due to the nature of the activities.
- Consider that use of phones while away can worsen rather than alleviate homesickness. In this context it can be good to encourage children/young people sometimes to consider 'no news is good news.'

USE OF COMPUTERS / TABLETS / WEB ENABLED GAMES CONSOLES / SMART TVs

If such devices are used as part of activities within the organisation, guidelines should be produced to ensure that they are used for the correct purpose, and include, for example, what websites are suitable for the age of children/young people leaders are working with.

OTHER INFORMATION AND SOURCES FOR PARENTS AND CARERS ON E-SAFETY

The following websites provide information for leaders, parents and carers about e-safety to help them protect their children from harm:

- Safeguarding Board NI <http://www.safeguardingni.org/esafety>
- NSPCC / O2 helpline <http://www.o2.co.uk/help/nspcc/child-protection>
- Child Exploitation and Online Protection Centre (CEOP) <http://ceop.police.uk>
- Childnet <http://www.childnet.com>
- The UK Safer Internet Centre <http://www.saferinternet.org.uk>



SBNI, The Beeches
12 Hampton Manor Drive
Belfast BT7 3EN

Tel: 028 9027 9372
www.safeguardingni.org

USE OF SOCIAL MEDIA AND
OTHER E-BASED COMMUNICATION

THIS IS A TEMPLATE POLICY APPROVED BY SBNI TO PROVIDE A BASIS OF GOOD POLICY AND PRACTICE FOR FAITH BASED ORGANISATIONS / GROUPS USING SOCIAL MEDIA AND OTHER FORMS OF ELECTRONIC COMMUNICATION.

SOCIAL MEDIA USAGE POLICY

In all their contacts and communications with the members of their organisation/group, leaders must be seen to be open and transparent. This is the case whether communications are by traditional means or by electronic means.

Leaders must not communicate with children or young people via leader's personal social networking profiles, email accounts or chat rooms.

FOR AN ORGANISATION USING / PUBLISHING A SOCIAL NETWORKING SITE THE FOLLOWING PRINCIPLES SHOULD BE APPLIED:

1. The page/profile must be password-protected, and the password must be held by at least three leaders of that organisation.
2. The site should be monitored by a designated supervisor. This person should have access to the login details of the site. This supervisor will be appointed by the Designated Person / Safeguarding Panel in charge of Child Protection.
3. Any inappropriate posts by children/young people or leaders should be removed by the designated supervisor. Reasons should then be explained to the person who posted the content. Where possible sites should be monitored before content is put up.
4. The site should be kept 'Private' i.e. only permitted members or 'friends' can see what is posted on the site.

5. The use of personal addresses and telephone numbers etc. should be avoided as, while sites are 'private', there is the potential for items to be copied and shared.

6. Content of any postings should be consistent with the aims of the organisation. In cases of doubt leaders should seek advice from church leaders or ministers.

FOR LEADERS USING A SOCIAL NETWORKING SITE:

7. Leaders should not 'Friend' or 'Follow' children or young people on social media. (Children or young people may 'Follow' leaders on social media so leaders should make sure any content they post is appropriate.)

8. Messages left to or from children or young people on Social Network Sites should be written on an open page e.g. A Facebook "wall", and not in a private message, or by using "chat" [one-on-one].

9. Leaders should not network with members of their organisation/group via closed [one-on-one] chat rooms e.g. Facebook Messenger, Whatsapp etc. This should be done through 'Group Chats'.

10. Any events or activities run by the organisation that are organised or publicised on the site should be a closed event so as non-members cannot access the event without suitable permission by the site administrators.

11. Any emails sent to children or young people via the site must be sent to at least one other leader. (This can be done by 'bcc' if necessary.)

12. Leaders should avoid communicating with children or young people in their organisation/group via email late at night.

13. In signing off a post or an email leaders should not do so in a way that could be misconstrued or misinterpreted by the recipient e.g.: "luv X"; "xoxoxo". Simply sign your name.

14. Parents/guardians should be asked to give their approval for leaders to communicate with their children/young people via social networking sites, or by any other means of internet communications (e.g. email). Leaders in charge of organisations/groups must seek this approval in writing when they are communicating with parents at the commencement of each year. Once known, leaders must adhere to the wishes of the parents/guardians. Parents/guardians should also be encouraged to become members of any groups. For those parents who wish to become members of any group site they should be asked beforehand to ensure that their own privacy settings are suitable and reminded that they should not accept any friend request from a child or young person from the group other than their own.

15. Parental permission is required before pictures or videos of children or young people are posted online. When posting any pictures or videos leaders should be careful to ensure that no unnecessary private details of that child/young person are disclosed – e.g. surnames or photos/videos where the child/young person is wearing a uniform and which would identify the school they attend.

16. Any disclosures of abuse reported through a social networking site must be dealt with according to our reporting procedures detailed in the faith groups Child Protection Policy.

USE OF MOBILE PHONES

Those who work with children and young people need to be aware of the opportunities for abuse through the misuse of mobile phone and text messaging. While good use of such media can be beneficial we must be vigilant and alert to the

possibilities of misuse and consequent harm that can result to young people. Leaders must also take care to protect themselves.

1. Leaders involved in youth and children's work should only have children's and young people's mobile numbers if the nature of their involvement requires them to phone or text them. (Such leaders might include those running an organisation for older teenagers, or an employed youth worker or a volunteer involved in co-ordinating youth work.)

2. Parental permission should be sought if the leader in this role will be contacting children or young people via mobile phone.

3. A method of accountability should be arranged e.g. copies of texts could also be sent to the minister or to parents.

4. If a leader has a child's/young person's phone number it should only be used for the purposes it has been given i.e. the leader should not share this information.

5. It is recommended that an employed youth worker has a separate phone for work purposes rather than using their personal phone for contacting children and young people.

TEXTING – COMMUNICATION NOT CONVERSATION!

1. Texts should be used for the purposes of reminding children or young people about events which are forthcoming.

2. Texts can also be used as a means to encourage children or young people if it is appropriate e.g. 'hope exam goes ok'.

3. If it turns into a conversation, communications should be ended. A leader can suggest discussing the subject further at the next event or, if they are concerned about the child/young person arrange to meet up to talk further (within the usual child protection parameters).

CAMERA PHONES

Camera phones should be used safely and responsibly.

Pictures can be very powerful and stir up strong emotions. Camera phone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.

Leaders and children/young people should not send pictures that are obscene, indecent or menacing and should be sensitive about other people's gender, colour, religion or personal background. Both leaders and children/young people should be made aware that it is a criminal offence to take, make, permit to be taken, distribute, show or possess an indecent or sexually explicit image of a child under 18. For further guidance please see attached 'Sexting and the Law' leaflet.

When commissioning professional photographers or inviting the press to an activity the leader in charge should ensure they are clear about expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an activity should seek accreditation from leaders by producing their professional identification for the details to be recorded. The leader should then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which should be worn at all times.

- Keep a record of accreditations.
- Inform leaders, children/young people and parents that a photographer will be in attendance at the activity and check that they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children/young people or one-to-one photo sessions.
- Not approve/allow photo sessions outside the activity or at a child's/young person's home.
- Anyone concerned about any photography taking place should discuss his or her concerns with the leader in charge or a member of the parish or central events panel.

Camera phones can be used to make children/young people safer. Older children, for example using a taxi, can send a picture of the car's registration to a friend before they begin the trip, or can simply use the phone to show parents where they are.

- Children / young people can only be photographed when permission has been provided in writing from their parent/guardian.
- The scope of the use of photographs must also be stated as part of the parental permission.
- Children / young people should not be named individually in photographs unless necessary, for example if the child/young person concerned was winning a prize worthy of publication.
- When posting photographs on social media settings should be such that children / young people cannot be individually tagged.
- All photographs must be stored in a secure place either electronically in a password protected file or physically in a locked cabinet.
- If any electronic device / memory which contain photographs is disposed of or passed on, then the device must be wiped of all photographs in such a way that they cannot be recovered on that device.

Appendix 2: Archbishop Eamon's "10 Principals to guide our presence on the Digital Highways"

10 Principles to guide our presence on the Digital Highways

1. Be positive, communicating the 'joy of the Gospel'.
2. Strictly avoid aggression and 'preachiness' online; try not to be judgemental or polemical.
3. Never bear false witness on the internet.
4. Fill the internet with charity and love, continually seeking to include a sense of charity and solidarity with the suffering in the world.
5. Have a "broad back" when criticisms and insults are made – when possible, gently correct.
6. Pray in the digital world! Establish sacred spaces, opportunities for stillness, reflection and meditation online.
7. Establish connections, relationships and build communion, including an ecumenical presence online.
8. Educate young people to keep themselves safe and responsible online, particularly in light of cyberbullying and the prevalence and accessibility of pornography and online gambling.
9. "Give a soul to the internet", as Pope Benedict XVI once said - at all times witness to human dignity online.
10. Be missionary, remembering that, with the help of the internet, a message has the potential to reach the ends of the earth in seconds!



Archbishop Eamon Martin,
Archbishop of Armagh, Primate of All Ireland and
Apostolic Administrator of the Diocese of Dromore.



#DigitalBelievers #WorldCommunicationsDay2019 @catholicbishops

Appendix 3: Permission Forms for Videography and Photography (Group and Individual)



CONSENT FORM VIDEO AND PHOTOGRAPHY SCHOOLS AND ORGANISED GROUPS



A copy of this form should be retained by the school, the photographer/videographer and the Archdiocese of Armagh

The Archdiocese of Armagh produces a range of published materials and online information. The Archdiocese often takes photographic/video/film images of subjects in order to enhance and illustrate its materials/catechetical resources and make them more motivating and inspiring to its audiences. For children and young people under 18 years of age attending an Archdiocesan event or involved in the recording of Catechetical materials as a member of their school or other organised group consent is required from the school or organisation.

The teacher/group leader with responsibility for the children at the event is responsible for identifying to the photographer any children known to them not to have parental permission to be photographed/filmed. All other children shall be deemed to have relevant permission and be permitted to participate in photography/filming.

The teacher/group leader is to assume and retain responsibility for safeguarding and protecting children and young people in their care during the period of photography/videography, whilst the photographer/videographer agrees to adhering to safeguarding protocols laid down by the Archdiocese of Armagh and the individual school/group.

Photographer's/Film-maker's details:

Name Organisation, Phone, Email Address:

Ara Coeli
Cathedral Road
ARMAGH BT61 7QY
Tel (028) 3752 2045
Fax (028) 3752 6182
Email: admin@aracoeli.com

Teacher/Group Leader's details:

School/group name and address:

Name of Teacher/group leader:

Telephone: Phone:



CONSENT FORM VIDEO AND PHOTOGRAPHY SCHOOLS AND ORGANISED GROUPS



Email:

Signed:

Date:

Archdiocese of Armagh

Ara Coeli
Cathedral Road
Armagh
BT71 7QY

Archdiocesan Contact:

Phone:

Email Address:

Description of photo shoot:

Date:

Details:

Signed:

Date:

Signing this form gives agreement for the children/young people to take part in a photographic/video session for the Archdiocese of Armagh, thereby giving consent to the full use of the material by the Archdiocese, in any of its media applications, which reasonably promote or advertise the aims of the Archdiocese and its Catechetical efforts.

The images will not be used for any other purpose nor for any purposes objected to above. For the purposes of the Data Protection Legislation (General Data Protection Regulation as well as any other laws, regulations, standards and codes relating to data protection), both the photographer and the Archdiocese are data controllers.

I consent to the photographer and the Archdiocese: (a) storing and using copies of the photographs, videos and content created from them for the purposes described above; (b) storing my contact details in their databases in case they need to contact me; or (c) transferring the photographs/videos outside the European Economic Area (EEA) for the



CONSENT FORM VIDEO AND PHOTOGRAPHY

CHILDREN AND YOUNG PEOPLE



A copy of this form should be retained by the parent or guardian, the photographer and the commissioning department.

The Archdiocese of Armagh and its parishes produce a range of published materials, online information and Catechetical materials. The Archdiocese and the parishes therein often takes photographic/video/film images of subjects in order to enhance and illustrate its materials and make them more motivating and inspiring to those it ministers to.

For children and young people under 18 years of age, full parental/guardian consent is required. As it is mandatory for the Archdiocese and its parishes to obtain permission prior to each photographic/video/film session it is necessary for each child to have a copy of this form signed by the parent/guardian prior to the relevant photographic/video session.

For children and young people between 12 and 18 years of age, who have sufficient understanding of the consent process and its implications for them, the child/young person should be involved in completing the form and their consent should be sought. The child/young person may also sign the form.

Archdiocesan/Parish details

Name	
Department	
Phone	
Email	
Address	

Photographer's/Film-maker's details

Name	
Company	
Phone	
Email	
Address	

Description of photo shoot/recording/event

Date	
Details	



CONSENT FORM VIDEO AND PHOTOGRAPHY



CHILDREN AND YOUNG PEOPLE

We require your permission before we take any images of your child/young person.

The following conditions apply:

1. We will not include details such as personal email or postal addresses, or telephone numbers of any child/young person in our publicity material.
2. If we use images of individual children, we will not use the name of that child in the accompanying text or photo caption.

May we use the image of your child/young person in publicity material produced by the Archdiocese of Armagh

and its parishes? Please tick either **Y** (Yes) or **N** (No) in the following tick boxes:

☐ Y ☐ N

In printed publications

☐ Y ☐ N

In video format

☐ Y ☐ N

On websites/in electronic format.
Please note that websites can be viewed throughout the world, not just in the UK and Ireland

☐ Y ☐ N

For indoor/outdoor displays

☐ Y ☐ N

We regularly send publicity material about our activities including photographs where appropriate, to news media, including local press.
Can we use the image of your child/young person in this way?

Child/Young Person's details

Name of Child/
Young Person

School name

School address

Name of
Parent/Guardian

Address
of
Parent/Guardian

Parent/Guardian
Telephone

Parent/Guardian
Email

Signature of
Parent/Guardian

Signing this form gives agreement for the child/young person named to take part in a photographic/video session for the Archdiocese of Armagh and its parishes, thereby giving consent to the full use of the material by the Archdiocese and parishes therein, and the photographer, in any of its media applications, which reasonably promote or advertise the aims of the Archdiocese. The images will not be used for any other purpose nor for any purposes objected to above.

For the purposes of the Data Protection Legislation (General Data Protection Regulation as well as any other laws, regulations, standards and codes relating to data protection), both the photographer and the Archdiocese are data controllers. I consent to the photographer and the Archdiocese: (a) storing and using copies of the photographs for the purposes described above; (b) storing my contact details in their databases in case they need to contact me; or (c) transferring the photographs outside the European Economic Area (EEA) for the purposes described overleaf. I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as EU/UK legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of Archdiocesan life. The Archdiocese of Armagh is committed to processing information in accordance with the General Data Protection Regulation. The personal data collected on this form will be held securely and will only be used for administrative purposes. You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask the Archdiocese to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation. If you have concerns about the use of your image this should be raised with the Archdiocesan Data Protection Office. You have the right to lodge a complaint against the Archdiocese regarding data protection issues with the Information Commissioner's Office ico.org.uk/concerns.

I release and discharge the photographer and the Archdiocese (and, where applicable, their respective licensees) from any and all claims and demands arising out of or in connection with the use of the photographs, including, without limitation, any and all claims for invasion of privacy, right of publicity and defamation. I have read this model consent form carefully and fully understand its meanings and implications.

Appendix 4: Risk Assessment and Code of Conduct for Online meetings/gatherings

Archdiocese of Armagh

Safe-Guarding Code of Conduct for the use of online/web-based meeting/webinar and streaming platforms

Young people, youth and vulnerable adults:-

1. Young people (under 16), youth (16-18) and vulnerable adults who wish to participate in a programme offered by the Diocesan or Parish within, are required to complete an online booking form; read and comply with the code of conduct as follows.
2. Online/web-based meeting/webinar and streaming platforms must only be used in public spaces (not in a bedroom or other private space).
3. Only registered participants will be invited to attend a meeting by the host, who will represent the group managing the programme.
4. All participants must not pass the invitation to others (they should encourage them to register with the host to participate)
5. All parties taking part in the meeting (Host, admins and participants) must not take photographs of those attending an Online/web-based meeting/webinar or record the session.
6. Young people while participating in the meeting, gathering, webinar are asked not to exchange personal information with each other on this public forum (mobile numbers, email address, Instagram Facebook info, and home address)
7. If the Archdiocese or parish are engaging in a live stream via any of the various social media platforms that facilitate livestreaming of content. The interactive “comments’ function is to be disabled for the duration of the stream.
8. Young people are asked to keep their Cameras on while using Microsoft Teams. The primary reason for this request is to ensure that the facilitator can see and monitor active participation and engagement. Some ministerial activities and settings can invoke strong sentiments and emotions. Keeping the camera on allows the ministry team to check in with individuals and thus safeguard their wellbeing. It also offers the facilitating team the ability to ensure that unauthorised access to any activity is reduced.
9. The private messaging option on all platforms will be switched off during the session. This is to enable the participants to develop as a Youth Space community.

10. Young people, youth and all other participants are asked to work together, promoting participation and respect for all
11. Participants are asked to be mindful of time – to give time and space for all to participate.
12. Participants are reminded that leaders have the right to block the participation of someone who is not giving due respect to others or the spirit of the programme.

If participants people have any concerns in relation to this programme, the use of MST or a Safe-guarding issue please contact a leader

or Aidan Gordan 07841101687

For Parents:-

1. Parents or guardians are required to complete their section of the online application form and read the code of conduct – (all sections).
2. Parents or guardians will be contacted via phone to confirm consent given online.
3. Parents or guardians are required to be present within the home while their son/daughter is using online meeting platforms and participating on a Diocesan/Parish Programme.
4. Parents or guardians are asked to encourage their son/daughter to participate positively in the programme and adhere to the code of conduct as detailed.
5. Parents or guardians are invited to engage with their son/daughter post the session offering their time, words of encouragement and prayer together.

For Leaders:-

1. Leaders will comply with Diocesan Safe-guarding Policy – they will be vetted and have attended a Safeguard Awareness session – plus additional training in relation to online work with young people.
2. Leaders will not work alone on online meeting platforms, nor will they work on a one – one. At all times there will be at least 2 leaders, this ratio will increase pending numbers. 2 leaders – 8 young people and 3 to 16, one more for every additional 8 participants. Please note that the ratio for breakout rooms needs to be maintained i.e. at least two adults per breakout room
3. Leaders will set up online meeting via Parish/Diocesan email.
4. Leaders will treat all participants with respect and encourage all participate where they feel comfortable. Where possible leaders should endeavour to glean some understanding of the group context before the meeting/gathering online and respect individual needs on a case-by-case basis.
5. Leaders will model their faith through their teamwork, respect for each other and willingness to help.
6. The host of the programme will not admit young people to an online meeting/gathering until at least one other leader has signed in – time keeping is paramount.
7. Leaders will manage all online booking forms in line with the Diocesan Data Protection Policy – they will be stored securely until the programme is complete – all information will then be forwarded to either the Parish Office or Diocesan Office.
8. Leaders will contact you by phone as a process to confirm your consent for your child to participate in this online programme via Microsoft Team.
9. It is advised that consideration be given to the age breakdown and composition of the group that gathers online. Where possible participants under the age of 18 should not engage with participants over 18 unless there is sufficient rationale for such an arrangement. In this case additional consideration and protocol must be put in place to safeguard minors.

1. While participating in an online session personal information, should not be shared, neither should contact details etc
2. Concerns in relation to Safeguarding should be passed onto Aidan Gordan – the Diocesan Designated Officer -

This code of conduct applies to all – young people and adults participating in online meetings or gatherings.

We invite you to pray for the continued good work of your ministry and our young people and for each other at these challenging times.

USE OF VIRTUAL/ONLINE MEETING SOFTWARE AND PLATFORMS- FOR CHILDREN, YOUTH MINISTRY

RISK ASSESSMENT

Assessment by – Name/role	
Parish	
Date of assessment	
Date of review-(annually)	

What are the hazards	Who might be harmed/ How?	Action to be taken	Action by whom	Action by when	Done Y/N	Level of risk
Security/ privacy issues related to the risk of virtual/online meeting hardware/software	Young people in meeting Meeting links are public.	<ul style="list-style-type: none"> • Avoid publishing on social media or in public forums • Date and time, together with link to meeting to be shared only in secure email • Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them. Other interested parties must be directed to organiser, Priest or Activity leader as appropriate. 	Organiser Leader Parents of participants			Low

Uninvited persons gaining access to the meeting	Young people in meeting whose identity may be exposed to unknown people	<ul style="list-style-type: none"> • Using passwords for meetings • Avoid making passwords publicly available • Use Zooms waiting room feature • Lock meetings when all invitees are in • Only allow people in meetings who are using their cameras 	Organiser Leader			Low
Inadvertently providing access to personal information	Young people in meeting by using Facebook to log in - access to personal information.	<ul style="list-style-type: none"> • Parents to ensure they have set up the zoom account via their email address not Facebook. Sign in through email account 	Leader / Organiser and Parents of participants			Low
Unauthorised recording of sessions	Young people in meeting. Host and potentially participants may record meeting	<ul style="list-style-type: none"> • No consent for data to be recorded, All leaders are aware and will raise with participants. • Ensure all participants are aware that the session must not be recorded by any person 	Organiser Leader			Low
Unintentional transfer of additional information	Young people in meeting. Files can be transferred	Private messaging will be switched off in settings.	Organiser Leader			Low

<p>Risk of inappropriate online contact/grooming or allegations</p>	<p>Young people in meeting. Inappropriate use online platform or contact on other electronic platforms There is a facility to private message during a meeting</p>	<ul style="list-style-type: none"> • All meetings are group meetings rather than 1:1. • No one joins before host setting enabled. • All parties will be made aware that 1 to 1 session are prohibited. • The 'host' of the meeting is an adult who has been vetted by the Diocese and has undergone awareness training • They are also aware of the procedure to be followed should a child make an unexpected disclosure. • All online meeting sessions require one host and at least one more leader, pending numbers this may increase to 3/4 etc. • Ensure Screen sharing is restricted to host. • Chat is turned off. 	<p>Organiser Leader</p>			
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Inappropriate sharing of personal information/contact details	Young people in meeting. Sharing of personal information verbally, through messaging or through details visible in background of camera.	<ul style="list-style-type: none"> • Scripted starter to the meeting advising against oversharing of personal information i.e. addresses, etc. • Adults should ensure that they are in a neutral space without personal information visible. • Parents should find a suitable place in the home where meetings will take place, preferably not in the child's bedroom • Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc • Parents to ensure that the background area is free from personal items like family photos, links to address etc 	Leader / Organiser and Parents of participants			Low
Lack of parental presence/consent	Young people in meeting.	<ul style="list-style-type: none"> • Obtain email consent from parents prior to commence of the course . Parents will also be contacted by phone to confirm consent given online • Ensure an adult is present in the room or an adjoining room with the child during the session 	Leader / Organiser			Low

Electronic records not stored securely	Young people in meeting whose identity may be exposed	<ul style="list-style-type: none"> • Ensure designated person only has access to returned information • Ensure all forms are returned to the given email account • Ensure the information is stored securely in line with Diocesan GDPR policy 	Organiser Leader			low
Organiser/Leader phone number is identified	Leaders Facilitators	<ul style="list-style-type: none"> • Use the phone setting – “ withhold caller ID” before contacting the parents of a young person, if they are using their own personal phones 	Organiser leader			low
Inadequate online supervision	Young people in meeting	<ul style="list-style-type: none"> • All online meetings will have a leader and a facilitator. • The leader/facilitator will have access to breakout rooms and will visit these during the duration of the meeting 	Organiser leader			Low