

## Live Music Now Scotland

### Digital Safety Policy

This policy applies to all paid and non-paid members of staff, including staff, musicians, trustees, volunteers, trainers or anyone working on behalf of LMNS.

#### **The Purpose of the Policy**

- To ensure the safety and wellbeing of children, young people and protected adults is paramount when adults, young people or children are using the internet, social media or mobile devices.
- To provide staff and volunteers with the overarching principles that guide our approach to online safety.
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology.

#### **We recognise that:**

- The welfare of the children, young people and protected adults who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies.
- We have a duty to ensure that all children, young people and protected adults involved in our organisation are protected from potential harm online.
- All children, young people and protected adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Working in partnership with LMNS venues and other agencies is essential in promoting young people's welfare and helping young people to be responsible in their approach to Digital Safety.
- The online world provides everyone with many opportunities; however, it can also present risks and challenges.

#### **We will seek to promote Digital Safety by:**

- Appointing an Digital Safety Coordinator, LMNS General Manager, Lesley-Ann Smith.
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT.
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children, young people and protected adults.
- Using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyber bullying, or use of ICT to groom a child or to perpetrate abuse).
- Informing LMNS venues of incidents of concern as appropriate.
- Reviewing and updating the security of our information systems regularly.
- Providing adequate physical security for ICT equipment.
- Ensuring that usernames, logins and passwords are used effectively.
- Using only official email accounts provided via the organisation and monitoring these as necessary.
- Ensuring that the personal information of staff, volunteers and service users (including service users' names) is not published on our website.
- Ensuring that images of children, young people, protected adults and families are used only after their written permission has been obtained, and only for the purpose for which consent

has been given.

- Any social media tools used in the course of our work with children, young people, protected adults and families must be risk assessed in advance by the member of staff wishing to use them.
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training.
- Examining and risk assessing any emerging new technologies before they are used within the organisation.

### **Recommendations**

- LMNS staff and musicians must not use their personal social media accounts to communicate with children, young people or protected adults via chat or personal message.
- LMNS staff and musicians must not have children, young people or protected adults as friends on their personal social media profiles.
- LMNS staff and musicians must not use their social media account(s) to become a follower of a child, young person or protected adult and must not encourage individuals to follow them.
- LMNS staff and musicians must only contact beneficiaries of LMNS's online delivery at the appointment time via a meeting invitation on the pre-agreed software platform.
- LMNS musicians must include the relevant project manager in all emails to beneficiaries as a safeguard.
- LMNS staff and musicians can connect with one another on social media but no comment/discussion regarding individual LMNS audience members should be shared via this medium.

Lesley-Ann Smith is the LMNS contact for support on digital safety matters:

[lesleyann.smith@livemusicnow.scot](mailto:lesleyann.smith@livemusicnow.scot)

### **Review**

This policy, the accompanying procedures and code of conduct will be reviewed on an annual basis.

This policy was last reviewed on 10 February 2025.

**Jude Anderson, CEO**

**Date 10/02/2025**