



Safeguarding in Digital Media Policy

2025 – 2026

POLICY STATUS: **Operational**

POLICY CYCLE: **Annually**

OWNER: **Urban Judge**

PERSON RESPONSIBLE: **CEO**

APPROVED BY: **Advisory Board**

VERSION CONTROL

Adoption: **January 2025**

Latest Review: **August 2025**

Next Review: **September 2026**

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1. Introduction

Digital media is at the heart of YouthTV's mission, enabling young people to tell stories, share ideas, and participate in creative projects. With these opportunities come specific safeguarding risks, particularly in relation to online interactions, social platforms, and the use of personal data. This policy ensures that safeguarding principles are embedded into all digital media activity carried out by or on behalf of YouthTV.

2. Purpose and Scope

The purpose of this policy is to provide clear standards for keeping children, young people, and vulnerable adults safe when engaging in YouthTV's digital media activities. It applies to all staff, directors, volunteers, contractors, and contributors, and covers digital production, online events, social media, video sharing, and other forms of online content.

The policy does not replace the Safeguarding & Child Protection Policy or the Safeguarding Adults Policy. Instead, it complements them by setting out additional guidance for online contexts.

3. Links with Other Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Safeguarding Adults Policy
- Social Media & Online Content Policy
- Media & Communications Policy
- Data Protection & GDPR Policy and Compliance Statement
- ICT Acceptable Use Policy and Declaration Form
- Code of Conduct
- Whistleblowing Policy

Together, these documents provide a complete framework for safeguarding across both physical and digital environments.

4. Safeguarding Principles in Digital Media

All digital media activity must prioritise the welfare and protection of children, young people, and vulnerable adults. Safeguarding principles apply equally online as they do in physical settings. Content must never place individuals at risk of harm, exploitation, or abuse. YouthTV will take a proactive approach to identifying risks, such as inappropriate contact, cyberbullying, exposure to harmful content, and misuse of personal data.

5. Consent and Privacy

No child, young person, or vulnerable adult will be filmed, photographed, or recorded for YouthTV content without appropriate, informed consent. Consent must be obtained in writing from parents or guardians for under-18s, and from the individual themselves where they are over 18 and have capacity.

Content must not reveal personal details such as home addresses, school locations, or contact information. All digital outputs must comply with the Data Protection & GDPR Policy. Where consent is withdrawn, YouthTV will ensure content is taken down or edited appropriately.

6. Online Conduct and Participation

All participants in YouthTV's online spaces, whether staff, volunteers, or young contributors, are expected to behave respectfully and responsibly. Online workshops, livestreams, or collaborations must be moderated by at least one YouthTV staff member trained in safeguarding. Direct private messaging between adults in positions of trust and under-18 participants is prohibited, except where formally approved for project purposes and logged transparently.

7. Use of Digital Platforms and Tools

YouthTV will use secure and age-appropriate digital platforms for online engagement. Platforms such as Zoom, Teams, or Discord will be configured with safeguarding controls in place, including waiting rooms, password protection, and restricted recording permissions. Staff are responsible for ensuring that online sessions are safe, inclusive, and properly monitored.

8. Reporting Concerns and Incidents

Any safeguarding concerns arising in digital media contexts must be reported immediately in line with the procedures set out in the Safeguarding & Child Protection Policy or Safeguarding Adults Policy. Concerns may also be raised under the Whistleblowing Policy. YouthTV will act swiftly to address online risks, including removing harmful content, suspending unsafe practices, and referring cases to statutory authorities where necessary.

9. Monitoring and Compliance

The CEO will ensure that safeguarding standards are consistently applied across YouthTV's digital media activity. The Board will receive regular updates on safeguarding in digital contexts as part of its

oversight responsibilities. All staff and contributors will receive training on digital safeguarding as part of their induction and ongoing development.

9. Governance and Review

This policy will be reviewed annually by the CEO, with advice from the Advisory Board, and formally approved by the Board of Directors. It will be updated as necessary to reflect changes in law, technology, or safeguarding best practice.