



the  
news  
stand

# Top tips for creating content



We can't wait to see the fantastic material you put together for the Sport Relief VoiceBox.

These tips are designed to give you a little bit of guidance to make sure that you and your school create the best content you can...

## Respecting copyright:

Copyright law protects things like photos, video, sound recordings, music and song lyrics. Breaking the law can result in a fine.

When you upload content on VoiceBox please make sure you have the right to use everything in it. The safest option is to use your students' skills and imagination to create something totally unique. If it's all yours, you don't need to worry about copyright!

Please remember that although you might have permissions to copy some materials for educational purposes, this doesn't mean that you can use that material on the internet.

## Offensive content:

VoiceBox is not ShockBox! We want to give you and your school a platform to speak up and show off your talents and we trust that you'll create inspiring and engaging material. Please make sure that what you upload is not distasteful or offensive.

Viewers have the chance to highlight anything they find objectionable and all complaints will be taken seriously. Content will be removed if we agree with their comments.

## Protecting young people:

We're sure you're already well up on what you can and can't do when it comes to ensuring the safety of your students, but please make sure you follow your school's rules, and that you:

- **Only use young people's first names**

Please do not publish the surname of someone under the age of 18. This is to minimise the risk of enough information being disclosed that could enable a stranger to identify and locate a young person.

- **Obtain parental consent for all young people involved**

Before you upload any content to VoiceBox make sure you've got written consent from parents or guardians of any young people participating in your material.

## Privacy:

If you are recording or taking photographs in a public place, please make sure you consider the other people who might be there.

Make sure you are obvious and give people the chance to avoid being part of what you are doing. This is particularly important if you are using small cameras, mobile phones or webcams. You may need to make an announcement to let everyone know what you're up to.

