

## ROAM Dance School Social Media and Safeguarding Policy

The internet can present many risks for children, young people and adults who may be vulnerable to harm by virtue of their care and support needs. Technology has many benefits but here at ROAM Dance School we recognise the use of technology can also become a platform for online bullying, sexual exploitation, sexual predation, radicalisation and other types of harm and abuse. We recognise our duty to safeguard against this by identifying this and sharing information with the relevant services where this becomes necessary to protect children, young people and adults who may be unable to protect themselves due to their care and support needs.

This policy explains how we use social media and online teaching within ROAM Dance School and details our duty to safeguard in the online environment and our expectations regarding the behaviour of teachers, staff, volunteers and the children, young people and adults who use our organisation. At ROAM Dance School we will do everything we can to limit children's exposure to online risk. We will do this by ensuring clear guidelines and procedure for all teachers, staff and volunteers working for ROAM Dance Studio and will do so in line with our Safeguarding Children and Adults Policies. Our full safeguarding policy can be found on our school website.

It is important that all staff members and volunteers are aware that their safeguarding duty extends to the safeguarding of students online, regardless of the type of online device or the type of platform used.

The designated safeguarding person at ROAM Dance School is: Laura Edwards.

The designated safeguarding person (Laura Edwards) will advise teachers, guest teachers, volunteers, students and parents/ guardians where appropriate on best practice and expectations regarding the use of online classes and ROAM Dance School social media platforms. They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities, online concerns are not an exception to this.

All staff and volunteers at ROAM Dance School should be made aware of this policy and should be able to demonstrate their roles and responsibilities for safeguarding and promoting the welfare of children, young people and adults whose care and support needs leave them unable to protect themselves when online. This must include how to raise concerns with children's social care, adult social care and/or the police. Staff and volunteers shall be made aware of this through staff training and meetings.

It is the responsibility of all staff and volunteers at ROAM Dance School to take steps to protect children, to keep them safe from online hazards and to take appropriate action where needed. It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our

organisation including through online activity and our staff and to report any incident of or suspicion of abuse to the designated safeguarding person or in their absence to the appropriate statutory authority.

A 'child' is anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently, in further education, or working does not change his/ her entitlement to services or protection as a child. Our guidelines apply to all children and young people until their 18<sup>th</sup> birthday.

The designated safeguarding lead for ROAM Dance School is Laura Edwards.

The person responsible for managing our organisations online presence is Laura Edwards.

At ROAM Dance we will safeguard students (both adults and children) using online services by:

- ensuring all social media accounts are password protected. That all taught sessions (Eg zoom) are password protected
- all social media posts will align with the work of ROAM Dance School and be fit for purpose
- all account names and email addresses shall be appropriate and fitting for a professional organisation.
- Students private details such as date of birth, address etc will never be used on social media or shared with others, with exemption to competition companies, performance companies or the local council.
- ROAM Dance School will always use 'BCC' so that you can not see other members' email addresses when a mass email is sent out

Teaching staff and parent and guardians need to know:

- parents / carers shall be asked to be present during online taught sessions for children
- health and safety will be a key consideration in planning taught sessions in the home via video call
- no identifiers shall be posted on any online forum or page for example date of birth, address or phone number and full names should only be used with consent from a parent / guardian and only if necessary
- all photos and videos used must be with full consent from a parent or guardian
- children will not be admitted into social media dance groups organised by ROAM Dance School from September 2020 without the consent of their parent / guardian
- groups will not be created on platforms that are not age appropriate for the intended members.

- all communication directly with children will be approved by parents in advance and children shall not be contacted on platforms or sites that are not age appropriate
- we will make children, young people and adults aware of who they can speak to should they come across social media or online content they find distressing or should they be exposed to bullying / cyber bullying while accessing online services.

At ROAM Dance we expect all staff and volunteers to safeguard children and adults and to cause them no harm as outlined in our safeguarding policies. This also extends to the online environment:

Staff and volunteers:

- have a duty to bring to the safeguarding lead's attention anything they find to be inappropriate or potentially unsafe including online content or any concerns they have about what they have seen during live sessions either regarding a child /adult, the behaviour of others around them or their home circumstances
- will ensure on any videos they create or live sessions they generate that their background environment is clear, professional and appropriate
- will always try to consider children's understanding of the internet and their safety when making decisions about the online platforms they choose to use.
- must always choose the most formal and professional channel of communication for example email rather than Whatsapp chat and will ensure messages have an appropriate professional tone. Additionally teachers will not start 'conversations' with students on social media without a legitimate purpose.
- All social media groups with children to help keep dancers informed about dance and classes should be done through the official ROAM Dance School social media and not through personal accounts. Dancers must be 13 and over to use these and with parents/guardians consent from September 2020.

The School community:

All parents, carers, children, young people and adults using ROAM Dance School must also be aware of their duty towards others and be aware that the guidelines for behaviour set out in our code of conduct apply also to all online interaction. All involved with ROAM Dance School have a duty to uphold the code of conduct and have a right to be able to share any concerns and to be supported.

If any user of ROAM Dance School has a concern they should be listened to and this information should be recorded and passed to the designated safeguarding lead as soon as possible.

We recognise that many parents / carers do not feel confident in using the internet and are unsure how or where to report concerns. The designated safeguarding lead will maintain

communication with parents who share concerns and ensure they are supported to act on their concerns in the most appropriate way.

Any concerns of significant harm will be raised with Children's/ Adults Social Care or the Police as explained in our safeguarding policy and in line with the Children Act 1989 & 2004/ the Care Act 2014 and the Sexual Offences Act 2003.