



Policy statement

At Pole Fitness with Simone (PFWS) we believe that the internet and online working/communication services are a great tool for us to engage and communicate with our audience. Online services also offer many positive opportunities for children, young people, and adults to interact and share content and interests. However, easy access to online services also introduces a range of potential safeguarding risks for children, young people, and vulnerable adults. For example, they may be at risk of being bullied, publishing sensitive and personal information on their profiles, or from becoming targets for online grooming. PFWS is committed to providing a safe and secure online environment.

Purpose of the policy

This policy is in place to protect students (adults and children), parents and staff from any harm that could come from using the internet. This policy deals with all forms of online use such as online teaching, WhatsApp, Facebook, Instagram and any other social networking sites or internet postings. It applies to use of the internet for business purposes as well as personal use that may affect our business in any way.

This policy outlines the standards we require all staff, students (adults and children) and parents to follow when using the internet, it also covers the circumstances in which we will monitor the use of social media and the action we will take in respect of breach of this policy.

Designated Safeguarding Person (DPS)

PFWS has a Designated Safeguarding Person who is in charge of ensuring that this policy is adhered to. They will be responsible for the monitoring and recording of any safeguarding concerns and for

ensuring that all concerns are shared with the appropriate authorities. It is not the role of the DSP to investigate, only to gather and share information as appropriate.

The Designated Safeguarding Person is Simone Rix and she can be contacted on 07964995884 or polefitnesswithsimone@outlook.com.

Training for this role includes:

- Child protection in Sport and active leisure – January 2022
- Concussion Awareness – January 2022
- Equality and diversity in sport – January 2022
- Introduction to safety in clubs – January 2022
- Preventing bullying in sport – January 2022
- Mental Wellbeing in sport and physical activity – January 2022
- First Aid
- Children's Pole & Aerial Course Xpert – January 2022

Overview of Responsibilities

All staff at PFWS have a duty not to harm or harass children, young people or vulnerable adults. Any harm or abuse caused by our staff will be classed as gross misconduct. Staff also have a duty to share information where they believe an individual connected to PFWS may have been, or could be harmed.

All staff at PFWS will read and have access to this policy. They must understand their legal and moral responsibility to protect children, young people and vulnerable adults connected to our organisation from harm, abuse, and exploitation. Any misuse of social media on our online services must be reported to the DSP or appropriate authorities.

The overall responsibility for the implementation of this policy lies with Simone Rix.

This policy will be made available to all staff, students and parents and any updates will be communicated with staff.

Compliance with related policies

Social media or online teaching should never be used in a way that breaches any of our other policies. All associated with PFWS must continue to follow all of our other policies, such as Code of Conduct and safeguarding.

The person responsible for managing our online presence is Simone Rix

Simone has received training in online safety and safeguarding as detailed below:

- NSPCC Child protection – October 2020
- Introduction to Child sexual exploitation January 2022
- Child protection in Sport and active leisure – January 2022

Guidelines for staff, students, and parents

What to do

- Be respectful to others when making any statement on social media or online classes, and be aware that you are personally responsible for all communications which will be published or shown on the internet for anyone to see
- If you see social media content that disparages or reflects poorly on PFWS, you should contact the DSP
- Direct your conversations on social media toward parents not toward children
- Be aware that any information you make public in relation to PFWS could affect how people perceive us
- Always protect yourself and PFWS. Be careful with your privacy online and be cautious when sharing personal information.

What not to do

- Online posts must not defame or disparage PFWS, our staff, students or any third party; to harass, bully or unlawfully discriminate against them; to make false or misleading statements; or to impersonate
- Avoid making social media communications (directly or indirectly) that could damage PFWS's reputation
- You must not express opinions on behalf of PFWS via social media or online classes, unless authorised to do so by Simone Rix.
- Never use PFWS's logos or trademarks unless approved to do so. Permission to use logos should be requested from Simone Rix.

PFWS will safeguard students using our online classes by ensuring:

- all online lessons are password protected
- we will use all possible safety and security measures available on Zoom, including password protection and waiting room functions
- instructors will only admit students into the zoom class if the student has booked onto the class via the booking system.
- more than one member of staff has access to Zoom (our online teaching platform)
- health and safety will be a key consideration when planning online lessons
- consent is received by all students taking part. Consent is to confirm they understand the health and safety aspects of online learning
- no one-to-one teaching with children will be provided
- compliance with PFWS's other policies is adhered to.

PFWS will safeguard students using social media by ensuring:

- all posts are directed at adults and parents, not children
- all PFWS's social media accounts are password protected
- more than one member of staff has access to every social media account and will be able to see what happens within all groups
- the DSP has access to view sites and groups as necessary and will monitor the posts
- all social media posts will align with the work of PFWS and be fit for purpose
- PFWS's Group Page is set to private and member access will be monitored
- no PFWS staff or volunteers are to knowingly befriend or follow students under the age of 18
- no personal information other than a name will be posted on any PFWS online platform unless consent is given by the adult or child's parent/carer
- all photos and videos will only be posted online where consent has been given. Consent is given on PFWS's application disclaimer form. Consent is taken on a temporary basis, students and parents can change their mind

- all communication directly with children will be approved by parents/carers in advance and children shall not be contacted on platforms or sites that are not age appropriate.

Guidelines for staff who use online services for PFWS and for personal use

- Staff should not post content that could be considered discriminatory against, or bullying or harassment of, any individual, on either an official IPAF social media channel or a personal account. For example:
 - making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, age, religion or belief
 - using social media to bully another individual
 - posting images that are discriminatory or offensive or links to such content.
- We encourage staff to share posts that we have issued. When online in a personal capacity, you might also see opportunities to comment on or support PFWS and the work we do. Where appropriate and using the guidelines within this policy, we encourage staff to do this as it provides a human voice and raises our profile. However, if the content is controversial or misrepresented, please highlight this to the DSP
- If you disclose your affiliation with us on your personal profile or in any social media postings, you should also ensure that your profile and any content, including images, you post are consistent with the professional image you present to clients and colleagues
- Where instructors who teach children have a personal profile that is not age appropriate, they will set an age limit of 18 to their account
- Do not 'friend' or 'follow' children, young people on their personal social media accounts
- Any online communication with parents/carers of child students must be business related
- Do not start conversations with students on social media or email. Any communication must have a clear and legitimate purpose. If unsure of the restrictions, contact Simone Rix.
- You must always choose the most professional channel of communication and ensure a friendly but professional tone is kept. It is safer to communicate with students/parents via an

official business designed platform such as PFWS's Facebook page/group, or the team email.

- For messages (emails, comments, posts) where you are providing your own opinion, but where you are not identifiable, for example via the 'PFWS polefitnesswithsimone@outlook.com' email or IPAF's Facebook comments, you must sign off using your own name
- Staff who have a personal social media page which indicates in any way that they work at PFWS should discuss any potential conflicts of interest with Simone Rix.
- Please do not approach other companies on behalf of PFWS, unless approved Simone Rix
- If a staff member is contacted by the press about their social media posts that relate to PFWS, they should talk to Simone Rix and avoid responding directly
- PFWS is not a political organisation and does not hold a view on party politics. When representing PFWS, staff are expected to hold PFWS 's position of neutrality
- If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with the DSP
- When teaching online classes:
 - ensure the teaching space is as clear and tidy as possible and free from obstruction, provide a professional image
 - be aware of language used by yourself and in music. Children may walk into the room during an adult class
 - maintain your privacy, make sure you do not have any personal details showing in the background
 - ensure students can hear your instructions
 - do an introduction around keeping the students safe for the class you're going to conduct e.g., suitable space, flooring, clothes, footwear. Ask students if they have any injuries or health concerns you need to know about
 - ensure the class plan is suitable for the space available
 - be aware of what you can see and hear when online teaching. Keep safeguarding in mind in case you notice anything of concern. If you see something or are told something that is concerning, it is important that you act on that information
 - keep everything secure, do not admit anyone into a zoom class that has not booked via the booking system.

- if a lesson is interrupted in a way that you feel is inappropriate or puts students at risk, end the session immediately and inform the DSP as soon as possible
- (pole classes only) remind students to perform a safety check on their poles.

Lockdown presents increased risks such as child abuse, domestic abuse, financial concerns, financial scams and neglect/self neglect. We at PFWS need to be vigilant when providing our online classes and provide the best security and support possible.

What to expect if compliance to this policy isn't met?

Breach of this policy will be taken very seriously. Any member of staff suspected of committing a breach of this policy may result in disciplinary action up to and including dismissal. Staff who are unsure about whether something they propose to do on social media might breach this policy, should seek advice from Simone Rix.

Non-employees will be subject to appropriate formal action that may, depending on the circumstances, involve terminating any contract or agreement.

In any case where there are any safeguarding concerns, please report these in the usual way to the DSP, children's social care or the police. Further details on safeguarding can be found in our Safeguarding Adults and Safeguarding Children policies.

Policy last reviewed and updated Saturday 15th March 2025 by Simone Rix.