



Cyberbullying & Online Safety Policy

The Actor's Training Academy (hereby referred to as TATA) is committed to creating safe, respectful, and inclusive environments both in person and online. We recognise that digital technology offers valuable opportunities for learning, communication, creativity, and engagement. However, we also recognise that online environments can present risks, including cyberbullying, harassment, inappropriate communication, and misuse of digital platforms. TATA has a zero-tolerance approach to cyberbullying and online behaviour that causes harm, distress, intimidation, discrimination, or exclusion.

This policy aims to promote safe online behaviour, support positive digital citizenship, and provide clear procedures for reporting and responding to concerns.

This policy should be read alongside:

- Privacy & GDPR Policy
- Mobile Phones & Wearable Technology Policy
- BYOD & Digital Communication Policy

It applies to:

- TATA-related online activity
- social media interactions relating to TATA
- messaging platforms used in connection with TATA activities (set up by TATA)
- online learning or virtual sessions
- sharing of photographs, videos, or digital content connected to TATA

This policy may apply to online behaviour occurring outside sessions where that behaviour affects participants, staff, or the reputation of TATA.

Definition of Cyberbullying: Cyberbullying is the use of digital technology to intentionally or repeatedly cause harm, distress, fear, embarrassment, humiliation, or exclusion.

Cyberbullying may include:

- sending abusive or threatening messages
- sharing rumours or false information
- posting insulting or offensive comments
- sharing photographs or videos without permission
- impersonating another person online
- deliberately excluding individuals from online groups
- harassment through social media, messaging apps, gaming platforms, or email
- discriminatory or hateful online behaviour

Cyberbullying can occur between participants, adults, staff, or any combination of these groups.

Online Safety Principles

TATA promotes responsible use of technology by encouraging all individuals to:

- communicate respectfully
- think carefully before posting content online
- respect the privacy of others
- obtain permission before sharing images or information
- report concerns promptly
- use technology safely and responsibly

Expectations of Participants

Participants are expected to:

- use respectful language online
- treat others with kindness and consideration
- respect the privacy of fellow participants
- follow instructions regarding technology use during sessions
- report concerns to a trusted adult

Participants must not:

- engage in cyberbullying
- share inappropriate content
- post harmful, discriminatory, or offensive material
- share images or recordings of others without permission
- create or distribute content intended to embarrass, threaten, or harm others

Behaviour that breaches this policy may be addressed through the Behaviour & Positive Participation Policy.

Expectations of Parents and Carers

Parents and carers play an important role in supporting online safety.

We encourage parents and carers to:

- monitor age-appropriate online activity
- discuss safe online behaviour with their children
- report concerns promptly
- support respectful communication within online communities

Parents and carers are expected to communicate respectfully with staff, participants, and other families when engaging online in connection with TATA activities.

Expectations of Staff

Staff, freelancers, and volunteers must:

- model safe and professional online behaviour

- maintain professional boundaries online
- follow TATA's Code of Conduct
- report concerns promptly
- follow safeguarding procedures where appropriate

Staff must not:

- communicate privately with participants through personal accounts
- share participant information online
- engage in online discussions that could compromise professional boundaries
- post content that may bring TATA into disrepute

All online communication must follow TATA's approved procedures and policies.

Photography, Video and Content Sharing

The sharing of photographs, videos, or recordings must comply with:

- Photography & Video Policy
- Privacy & GDPR Policy
- Mobile Phones & Wearable Technology Policy

Images or recordings must not be:

- shared without appropriate consent
- altered in a way that causes harm or embarrassment
- used to bully, intimidate, or target individuals

Reporting Cyberbullying Concerns

Anyone who experiences or witnesses cyberbullying should report concerns as soon as possible.

Reports may be made by:

- participants
- parents or carers
- staff
- volunteers
- schools or partner organisations

Reports should include:

- what happened
- who was involved
- when it occurred
- any available evidence (such as screenshots)

Individuals should avoid responding to abusive content where possible and should preserve evidence.

Responding to Cyberbullying

TATA will take all reports seriously.

Responses may include:

- gathering information
- speaking with relevant individuals
- involving parents or carers
- implementing behaviour management measures
- restricting participation where appropriate
- referring concerns through safeguarding procedures

The response will be proportionate to the nature and seriousness of the concern.

Safeguarding Considerations

Cyberbullying may sometimes indicate wider safeguarding concerns.

Examples include:

- online grooming
- exploitation
- discriminatory abuse
- persistent harassment
- threats of harm
- sharing of inappropriate images

Where safeguarding concerns arise, staff must follow the Safeguarding & Child Protection Policy immediately.

Safeguarding procedures take precedence over all other procedures.

Social Media

TATA recognises that social media can be a positive tool for communication and promotion.

However:

- individuals should communicate respectfully
- complaints should not be raised through public social media platforms
- confidential information must never be shared
- content should reflect TATA's values of respect, inclusion, and professionalism

TATA reserves the right to address online behaviour that impacts the safety, wellbeing, or reputation of participants, staff, or the organisation.

Monitoring and Review

TATA will review concerns and trends relating to online safety to help improve practice, education, and safeguarding arrangements. This policy will be reviewed regularly to ensure it reflects current legislation, guidance, and technology.

This policy was adopted by: The Actor's Training Academy	Date: 1 st July 2026
To be reviewed: 1 st July 2027	Signed: GWELFARE