

## **L J Dance Company**

### **Social media safeguarding policy**

The designated safeguarding lead for **L J Dance Company** is Leia Judd, Principal.

The person responsible for managing our organisations online presence is Leia Judd.

This individual has received training in online safety and safeguarding:

At **L J Dance Company**, we will safeguard students (both adults and children) using online services by:

- ensuring all social media accounts are password protected. That all users of **L J Dance Company** are informed in writing of the importance of not sharing passwords to protect the privacy of others
- ensuring no more than one member of staff will have access to every social media account and will be able to see what happens within all groups.
- the designated safeguarding officer shall have access to view sites and groups as necessary and there will be a designated member of staff who is responsible for checking and monitoring the quality and appropriateness of all posts on social media sites / groups. The member of staff with monitoring responsibility also has the right to remove inappropriate posts with immediate effect but will be asked to provide a reason for this decision where appropriate.
- all social media posts will align with the work of **L J Dance Company**, be fit for purpose and align with our organisational code of conduct.
- all account names and email addresses shall be appropriate and fitting for a professional organisation.

Teaching staff and parent and guardians need to know:

- 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 groups 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 **L J Dance Company**, 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 regarding a child /adult, the behaviour of others around them.
- will ensure on any videos they create, 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.
- will abide by **L J Dance Company** safeguarding policies and data protection policies.
- must not 'friend' or 'follow' children, young people or their families on their personal social media accounts. All and the only social media contact must be through **L J Dance Company** business pages.
- 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 or email all communication will have a clear and legitimate purpose.
- all online communication with families should be part of an agreed social media or educational strategy.

The School community:

All parents, carers, children, young people, and adults using **L J Dance Company** must also be aware of their duty towards others and be aware that the guidelines for behaviour set out in our code of conduct. All involved with **L J Dance Company** 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 **L J Dance Company** 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.