

# SAFEGUARDING

Safeguarding remains as important in online environments as it does in the dance studio. To keep ourselves and our students safe please see the following information:

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

## THE DANCE STUDIO

### Online Safety Policy

The Dance Studio works with children and families as part of its activities. These activities include a variety of dance classes, performances, festivals and now online classes.

The purpose of this policy statement is to ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices. It is also set out to provide staff and volunteers with the overarching principles that guide our approach to online safety and ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in The Dance Studio's activities.

- Online classes provided by "The Dance Studio" will be set up using a school business Zoom (or equivalent) account and kept separate from any personal online accounts / profiles we may have
- We will never share any personal information and require participants to ensure the same
- Parents/carers must create the Zoom account for all students under the age of 16.
- All classes will have a private link/meeting ID & password
- We will give plenty of notice when sending out links to sign-up to your classes and ensure we close the sign-up procedure in advance so that we know who is joining and can plan appropriately
- Classes will be delivered in the same professional manner as we would in our face-to-face classes

- We will adhere to safe dance practice guidance in terms of our appearance, clothing and the way we address our students and deliver the content
- It is a requirement that an adult be present and in the vicinity for any pupil under 16 years of age
- Classes will not be recorded unless clearly stated at the time of the booking of the class. This will be emailed ahead and if you still choose to join, then you accept the terms of that recording.
- Only the host can access the record function
- Please be aware of your surroundings as we will ours; any other children or adults that may enter the screen and ensure they are also dressed appropriately
- Safe Dance Practice will be adhered to in all activities

We will seek to keep children and young people safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers (
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are only accessed by administration staff of the dance studio
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate as stated in our privacy policy
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given when you completed our privacy policy
- providing supervision, support and training for staff about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

For any concerns or complaints please contact our online safety coordinator :

Email: [info@thedancestudio.co.uk](mailto:info@thedancestudio.co.uk) Telephone: 020 8360 5700

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