

**Policy:**

Online Child Protection and Safeguarding policy

**Date obtained:**  
**1st January 2024**

**Date of last review:**  
**1st January 2023**

**To be reviewed:**  
**1st January 2025**

**Purpose and Statement:**

Diamond Dancentre is aware that the internet can present many risks including online bullying, sexual exploitation, sexual predation, radicalisation and other types of harm and abuse. Social media refers to the latest generation of interactive online services such as blogs, discussion forums, pod casts and instant messaging. (This list is not exhaustive and will include future developments in social media). However, it is also important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity.

However, some children, parents or carers may not be comfortable with images of themselves or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to have contact with some members of their family may decide to minimise their online presence
- families may have religious or cultural reasons for choosing not to be photographed.

It's important to be aware of child protection and safeguarding issues when taking photos of or filming children and young people. The potential for misuse of images can be reduced if organisations are aware of the potential dangers and put appropriate measures in place.

**Main aims for the policy:**

- This policy is in place to minimise the risks to our business through use of social media, to protect children, young people and vulnerable adults and also to protect staff members.
- This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Instagram and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use that may affect our business in any way.
- This policy outlines the standards we require staff to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy

### **Our roles and responsibilities:**

Diamond Dancentre's safeguarding person will advise teachers, guest teachers, volunteers, students and parents/ guardians where appropriate on best practice and expectations regarding the use of online classes and Diamond Dancentre 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.

The safeguarding person at Diamond Dancentre is: Cara Donaldson.

It is the responsibility of all staff and volunteers 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 Safeguarding Officer.

It is essential that this policy is read in conjunction with our Child Protection and Safeguarding Policy and that all recording and information sharing procedures laid out within these are followed regarding any cause for concern that arises from online interaction. This includes any online disclosures of harm or any disclosed or witnessed examples of online or cyber bullying.

### **We will safeguard students (both adults and children) using online services by:**

- Ensuring all Diamond Dancentre social media accounts are password protected.
- Ensuring 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. If any member of staff or volunteer has concerns about the behaviour or conduct of another individual within the organisation the nature of the concern should be reported to the Designated Safeguarding Officer who will report the matter to the Local Authority Officer (LADO).
- The Designated Safeguarding Officer shall have access to view sites and groups as necessary and there will be a 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 account names and email addresses shall be appropriate and fitting for a professional organisation.
- 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.
- No date of birth, address or phone number and full names will be used without consent from a parent / guardian and only if necessary.
- All photos and videos used for promotional purposes and social media platforms must be with full consent from a parent or guardian via our online registration form.
- Children will not be admitted into groups under the age of 18 without consent from the parent.
- Have a duty to bring to the Designated Safeguarding Officer'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 our staff create or live sessions they generate that their background environment is clear, professional and appropriate.

At Diamond Dancentre 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.

All parents, carers, children, young people and adults using Diamond Dancentre must also be aware of their duty towards others and be aware that the guidelines for behaviour set out in our conduct policy apply also to all online interaction. All involved with Diamond Dancentre 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 Diamond Dancentre has a concern they should be listened to and this information should be recorded and passed to the Safeguarding Officer 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 DSO 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 Child Protection and Safeguarding Policy and in line with the Children Act 1989 & 2004/ the Care Act 2014 and the Sexual Offences Act 2003.