BLUE MOOSE

DANCE COMPANY

DIGITAL SAFEGUARDING AND SOCIAL MEDIA POLICY

Child Protection and Safegaurding Officer

Sarah Hall

Last Renewed: November 2020

DISCOVER. CREATE. EMPOWER YOU

Our Organisation

Blue Moose Dance Company works across 2 antlers, Blue Moose LTD and Blue Moose Dance Company CIC, allowing us to spread the dancing joy even further! This policy refers to and incorporates all activity which takes place within Blue Moose Ltd and Blue Moose Dance Company CIC.

Blue Moose LTD, Registered Company No. 10963231
Blue Moose Dance Company CIC, Registered Company No. 09343271

Digital Safeguarding Statement

Blue Moose Dance Company is committed to practice which promotes the welfare of children and protects them from harm. Blue Moose Dance Company strive to ensure that all children and young people participate in an enjoyable and safe learning environment in which they can have fun and feel valued.

We are committed to the welfare and safeguarding of all our members, volunteers and staff both offline, and online. And as part of this we believe it's important to demonstrate best practice in digital safeguarding. Blue Moose Dance Company are committed to safeguarding our members, volunteers and staff – and it is our policy to apply the same rigorous level of safeguarding protection to online as we do in person.

Social Media Statement

Blue Moose Dance Company's Social Media Policy deals with the use of all forms of social media including collaborative projects, blogs and microblogs, content communities, social networking sites, virtual game worlds, and virtual social worlds. Popular examples of these include Facebook, LinkedIn, Twitter, Google+, YouTube, Wikipedia, Tumblr, WordPress, Instagram, Ning, MySpace and Second Life.

Blue Moose Dance Company's encourages employees/freelancers/volunteers to participate in social media activities and recognises the benefits this has for the Company. Social media allows the Company to talk about the work, and more importantly to communicate directly with those people who support, follow or engage with our work – including audiences, youth participants, educators, funding bodies, sponsors, peers, colleagues, friends and family.

Policy Overview

This policy sets out the expectations for all members, volunteers, staff, associated contractors, third party providers and users to ensure the protection of children, young people and volunteers and staff online. Blue Moose Dance Company are committed to reviewing their policy, procedures and practice at regular intervals.

This policy specifically covers all Blue Moose Dance Company online and digital activities, plus all digital activities undertaken on behalf of Blue Moose Dance Company by contractors, freelance Artists and other partners/organisations.

This includes but is not limited to email; social media channels (see above); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts, Zoom, Teams etc; all ICT devices (including phones) and internet connectivity that is provided by Blue Moose Dance Company, or used for the purposes of Company business by staff or freelancers.

Policy Principles

Blue Moose Dance Company will endeavour to safeguard children and young people through online activities and engagement by:

- Ensuring all volunteers and members of staff working for and with Blue Moose Dance Company understand their responsibility to raise concerns and report online incidents that happen inappropriately, using this policy and its procedures.
- Reporting any concerns to Sarah Hall, Child Protection and Safeguarding Officer, Child Protection Officer's of relevant group organisers, Social Services, Safeguarding Officers in School settings and/or the Police, where most relevant, involving parents of children and young people appropriately.
- Sharing information about digital safeguarding and good practice with children, parents, staff and volunteers.
- Ensuring that a Parent/Guardian have signed, completed and returned a Registration and Consent form for their child/young person who is taking part in activities offline or online, which includes any vital medical, contact details and photographic consent where appropriate. Blue Moose Dance Company will ensure that all forms are stored securely and information remains confidential.
- Ensuring all images/videos of participants/audience taken on staff, volunteer or freelance devices is shared with Blue Moose Dance Company as soon as possible and then deleted from the device.
- Ensuring safe dance practice is maintained throughout all sessions and reminders of how to remain safe in their individual environments occurs regularly throughout sessions for all involved.
- Ensuring that technical solutions are in place to reduce access to inappropriate content on devices owned or used by Blue Moose Dance Company, that are used by children and young people. These could be filtering or monitoring software for example parental controls.
- Making every effort to ensure that all participants understand why and how to use digital platforms responsibly and safely using the appropriate privacy settings, including setting account details to be clearly identified by the Artist/Deliverer when connecting to online platforms such as Zoom.

- Using passwords for invitations to digital platforms, shared only with the relevant participants, use a waiting room function where possible before participants can enter the main digital space and 'lock' the platform once all attendees have arrived.

We will:

- Ensure our projects, activities, programmes and campaigns support all of our members, volunteers and staff to stay safe online.
- Use best practice digital safeguarding for technical solutions, processes and procedures.
- Take best practice action when a digital safeguarding incident occurs.
- Have appropriate links with key organisations to raise awareness and refer and report incidents.
- Risk-assess all projects, initiatives, programmes, activities, services and campaigns to make sure appropriate digital safeguards are in place.

All Artists delivering on behalf of Blue Moose Dance Company will;

- Sign and agree to adhere to our Code of Conduct (see below)
- Hold at least one current DBS Enhanced Disclosure check, which will be renewed at least every five years of which Blue Moose Dance Company will have a record.
- Hold up-to-date Public Liability and Public Indemnity Insurance of up to £2 million of which Blue Moose Dance Company will have a record.
- Have completed suitable training in dance and safeguarding of children/young people.
- Regularly attend training sessions for Professional Dance Artists, which include safeguarding training and discussions.
- Ensure they remain up-to-date with changes regarding Child Protection Legalisation.
- Ensure safety procedures are adhered to throughout all sessions alongside a Risk Assessment. Risk Assessments to be completed and shared with schools/organisations hosting the sessions whether offline or online where necessary.
- Regularly evaluate online activity to ensure good and safe dance practice is maintained.

Definitions of Digital Safeguarding

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'. Blue Moose Dance Company is committed to the safeguarding and protection of all members, volunteers, staff and users of our digital services and social media channels, and we apply the same safeguarding principles to Blue Moose Dance Company activities whether they are offline or online.

This means protecting our members, volunteers and staff from online harms such as:

- Online bullying and harassment
- Sexual exploitation and grooming online
- Discrimination and abuse on the grounds of any protected characteristic
- Sharing of illegal and inappropriate imagery

- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- The oversharing of personal information

If a child/young person disclosures information of abuse, or if abuse is witnessed, Artists will;

- Listen, rather than question
- Offer reassurance
- Tell the child that he/she hasn't done anything wrong
- Let the child know that she have to tell someone else
- Make notes of what is said or what happened, as soon as possible, note dates and times of events described, date and time of disclosure, sign the notes and keep a copy
- Stop acitivty immediately if participants' safety cannot be maintained.
- Report any concerns of abuse to Sarah Hall (Child Protection Officer), Social Services, Safeguarding Officers in School settings and/or the Police, involving parents of children/young people appropriately

Social Media Principles

We actively encourage company members to share social media activity from our official feeds in order to increase reach and engagement. It is good to have a variety of voices representing the Company - this highlights the diversity of personalities at Blue Moose Dance Company. We ensure that all employees/freelancers/volunteers follow the Company ethos, Social Media Guidance document, adhere to the code of conduct and observe some simple rules:

- be respectful of others, even those offering criticism
- be professional
- do not defame or disparage the Company or its stakeholders
- do not harass or bully other staff or breach its equal opportunities policy
- do not breach any other laws or ethical standards
- do not post any confidential or proprietary information without prior permission
- to protect yourself and the Company against liability for copyright infringement, where appropriate, reference sources of particular information you post or upload and cite them accurately
- all relevant permissions must be in place for use of any images/videos/photographs, especially featuring children and young people, in line with our Child Protection Policy.
- do credit/reference partners/organisations in relevant posts.
- do not post anything that your colleagues or stakeholders would find offensive.
- do not add children or young people under the age of 18 to personal social media accounts
- Ensure that social media accounts are set up appropriately.
- Make it clear on personal social media accounts using disclaimers that their views, thought and opinions are personal and not reflective of Blue Moose Dance Company policies, procedure or guidance. Remember that what you publish might be available to be read by the masses for a long time. Keep this in mind before you post content.

If you are uncertain or concerned about the appropriateness of any statement or posting, discuss it with the Sarah Hall before posting it.

If you see content on social media that disparages or reflects poorly on us please let Sarah Hall know.

Blue Moose Dance Company reserves the right to monitor and review, without further notice, staff activities using communications systems, including but not limited to social media postings and activities, to ensure that its rules are being complied with and for legitimate business purposes. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

Concern/Allegation with regard to Blue Moose Dance Company's behaviour:

- Allegations of inappropriate or unacceptable behaviour or communication, favouritism or negligence regarding Blue Moose Dance Company should be referred to:
  Sarah Hall (Child Protection and Safeguarding Officer) or in the event of concern/allegation being made regarding Sarah Hall, concerns should then be referred to Michelle Hodgson or Richard Mounsey (Directors of Blue Moose Dance Company CIC) or the Police
- If a complaint or allegation is made against Blue Moose Dance Company, Sarah Hall or the Police will take action according to their own Child Protection Policy.

APPENDIX 1: FIRST AID AND CHILDREN/YOUNG PEOPLE

If you are working with children and young people who are under 18 years old:

- Remember that a child/young person cannot give consent
- If the parent/accompanying adult is not at the premises, obtain their phone number and try and make contact or ensure you have signed permission in advance to administer First Aid in their absence
- If a child/young person is alone and seriously injured or unconscious, the situation will need to be dealt with immediately
- If at all possible, treatment should only be given by a trained First Aider
- Provided this does not in itself put the child/young person at risk, always try to administer First Aid with another adult present
- Always tell the child/young person exactly what you are doing and why
- Unless it is irrelevant, ask the child/young person if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some people have allergic reactions to stings.
- For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone National Health Service Direct on 0845 4647 or the emergency services.
- Any treatment should be as little as necessary without threatening the child/young person's wellbeing.

Code of Conduct

Whilst it is important for adults to understand their responsibilities with Children and Young People, we want to ensure that specific advice is given concerning the behaviour of all employees / volunteers and contractors, development officers, other volunteers and any others who meet Children and Young People through our dance activity. In addition, those who employ others should know what standard of behaviour is acceptable.

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All employees/volunteers/contractors all must agree to the following code of conduct as should all those working with Children and Young People in any sport and physical activity:

BEHAVIOUR

Artists will:

- Be professional and maintain the highest standards of personal behaviour and appearance at all times
- Be aware of situations, which can be misconstrued or manipulated by others.
    - For example, if an Artist is alone with Children and Young People in the changing rooms or similar place, they are open to the possibility of allegations about their behaviour.
- Be vigilant and aware of how actions can be misinterpreted.
- Be very aware that physically handling a participant, perhaps to develop a skill, can be misconstrued by an observer or even by a participant.
- Not appear to favour or show interest in one person more than another.
- Never swear or use or respond to sexual innuendo.
- Not be under the influence of drink, drug or any substance.
- Artists will direct all enquiries and offers of future work to Blue Moose Dance Company, which occur as a result of working contracted by Blue Moose Dance Company.
- Adhere to Blue Moose Dance Company's Child Protection, Data Protection, Anti-Bullying and Equal Opportunities Policies.

STRUCTURE/CONTENT

Artists will:

- Arrive in plenty of time to set up the activity and ensure that safety checks and dynamic risk assessments are carried out prior to activity commencing.
- Design and use training methods and programmes which, are wholly appropriate to the individual.
- Conduct all dealings with Children and Young People in a public environment in full view of others, in order that all behaviour can be observed.
- Ensure that you are not alone when working with Children and Young People on an individual basis. This also means that Children and Young People should not be alone in cars or homes with a dance

artist/teacher/volunteer on a regular basis. The presence of others is an insurance against false accusations.

- Ensure that any disciplinary measure/sanction is non-violent and does not involve humiliating Children and Young People
- Be aware that children and young people have a right not to partake in any activity that they feel uncomfortable with.
- Any creative medium can invoke personal reactions and emotions in participants and therefore sensitivity and awareness is important.
- Ensure that all music and content does not contain expletives or adult themes
- Avoid gestures/movements, which could be suggestive/have sexual connotations, even if it is a popular trend.

GENERAL SAFETY

- All Artists will adhere to Blue Moose Dance Company's Health & Safety Policy.
- All Artists delivering on behalf of Blue Moose Dance Company, where possible, will be qualified First Aiders and will have access to a First Aid Box at all times. In the event of an accident, only First Trained Artists will administer First Aid when absolutely necessary with the consent of the participant, (or Parent/Guardian if under 18) unless in extenuating circumstances, or/and call 999.
- In the event of an Artist not being First Aid trained, the Artist will familiarise themselves with the location of the nearest First Aid Box and First Aider.
- All Artists will record any incident/accident when a child or young adult is injured whilst participating in BMDC sessions in an Accident/Incident record sheet, to be returned to Sarah Hall, Health & Safety Officer of Blue Moose Dance Company.
- If a participant arrives at the session with an obvious physical injury, the participant will not take part in the session.
- In the event of emergencies on premises the fire drill of the building will operate.
- Blue Moose Dance Company will ensure all Artists keep insurance and public liability up to date annually and will hold a copy of relevant certificates.

EQUALITY

Artists will:

- Respect the rights and dignity of every person and treat everyone equally within the context of their dance activity.
- Place the well-being and safety of the participant above the development of performance.
- Never ridicule a Child or Young Person for making a mistake.
- Follow all guidelines laid down by each Governing Body: National Dance Teachers Association, People Dancing & One Dance UK.
- Adhere to Blue Moose Dance Company's Equal Opportunities Policy.

RECORDED MATERIAL

Prior to any images or film footage being taken, permissions must first be sought by Blue Moose Dance Company, from all Parents/Guardians or Participants. Photographs and films will be stored securely and only for as long as required and names of children or young people will never be disclosed alongside a photograph of film of the child or young person.

LANGUAGE

Language and conversation will be appropriate when talking to or within hearing distance of children and young people. Likewise, all participants will be encouraged to maintain the same standards in language and conversation, both with the Volunteer and with each other.

TOUCH

Dance is a physical activity and in recognising that it is a physical activity it is therefore inevitable that physical touch will be an integral part of that experience. This physical touch can include the teacher/dance artist having to touch a child or a young person in order to demonstrate a particular movement or improve posture. Touch can also be to encourage a child or a young person to work in pairs/trios with their peers. Therefore the touch of children and young people must be recognised as important to the task of the Teacher/Dance artist in order to teach the young people/children.
The following areas are specific areas to be aware of:

- Touch is given and directed in a respectful and non-threatening manner
- Permission is sought from the child for touch to take place
- It is important to highlight to children and young people that it is ok to say no and they do not have to partake in any activity which they do not want to
- Awareness of the issues of power, physical size and bullying within a group of children or young people in encouraging the working of pairs/trios. It is important that children and young people are made aware of their behaviour is uncomfortable/frightening to their peers.
- That Artist is not involved in the changing of children/young people. Privacy for individuals (girls and boys) when changing and separate facilities should be available where possible.

SAFEGUARDING

Artists will:

- Report any concerns within the area of safeguarding for Children and Young People (physical, emotional, sexual or neglect and bullying), in confidence and without delay, to Sarah Hall, Child Protection Officer of Blue Moose Dance Company.
- Never discuss an allegation or suspicion with another person, other than Children's Services / the Police, before one of the above persons has been contacted
- When reporting an allegation or suspicion, record information, including relevant details. (This includes the nature of the allegation, background information of the parties involved, the period of time to which the allegation relates and the degree to which the information is known to be fact rather than opinion or hearsay)
- At no times make comment to the media
- Registers and contact details of the Children and Young People will be kept in a secure place and only used in relation to the activity.

RELATIONSHIPS/ATTITUDES

It is important to have an open and respectful relationship with the children and young people. It is essential that an Artist never;

- Engages in physical games/horseplay which is not part of structured activities
- Makes sexually suggestive comments to children or young people, or about children or young people even in fun
- Engages in sexually provocative games
- Uses inappropriate language or inappropriate disclosures
- Adopts inappropriate behaviour or conversations of a sensitive nature
- Allow children to use inappropriate language. If this does occur this must be discussed with the parent/guardian.

Whilst building relationships with the children and young people necessitating one to one interaction, Artists must not;

- Spend time alone with children or young people
- Take children alone on car journeys
- Escort children and young people in and out of buildings alone
- Take children or young people to their home
- Give your personal contact details to children; organisational details should be used instead
- Text/telephone/email children on a one-to-one basis unless with parental consent and for a specific purpose.
- Take photographs of Children and Young People on your personal phone or camera
- Regarding social media never add/accept Children and Young People as friends on your personal social media accounts.

In the event of an allegation of improper behaviour being made, the personal conduct and professional behaviour of the adult will be very important evidence. For abuse of Children and Young People to take place, particularly sexual abuse, the person and the Child or Young People will generally be alone and away from public view. Thus, the best practice is to avoid all situations in which behaviour cannot be observed.