



# **BLUE MOOSE**

## **DANCE COMPANY**

# **DIGITAL SAFEGUARDING AND SOCIAL MEDIA POLICY**

**Safeguarding Officer**

Sarah Hall

Last Renewed: September 2024

**DISCOVER. CREATE. EMPOWER**

*you*

## Our Organisation

[Blue Moose Dance Company](#) consists of two legal entities Blue Moose LTD and Blue Moose Dance Company CIC. 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](#) strives to ensure that all children and young people participate in an enjoyable and safe environment in which they can have fun and feel valued.

[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. Examples of these include but are not limited to Facebook, LinkedIn, Twitter, Google+, YouTube, Wikipedia, Tumblr, WordPress, Instagram, Ning, MySpace and Second Life.

[Blue Moose Dance Company](#) 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, vulnerable people and volunteers and staff online. [Blue Moose Dance Company](#) are committed to reviewing their policy, procedures and practice at regular intervals (a minimum of once a year).

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, young people and vulnerable 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 the designated safeguarding lead (DSL), DSL's of relevant group organisers, Social Services, Safeguarding Officers in School settings and/or the Police, and 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 has 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 permanently deleted from the device (and from any deleted item folders within the device). We will arrange random spot checks to ensure this practice occurs and is maintained.
- Only staff and freelancers with regular and frequent engagement with our service users can take images/videos. No images/videos can be taken by any staff or freelancers working on delivery contracts in schools unless explicit permissions have been gained, via schools, from parents/guardians.
- 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.
- In the use of WhatsApp communication groups with participants under 18, we will ensure that all parents/guardians are also invited to the platform, and minimum of two Blue Moose Dance Company staff/freelancers act as 'admins' and no participants or parents are given admin level approval. We will 'pin' or add to the group description the following privacy and guidance statement to the group chat:

*The group chat is for dancers and parents/guardians of **\*\*insert company/group/project name and year\*\***. No one outside of these people will be approved to join the group unless prior agreement by Sarah Hall (Creative Director).*

*The group is to be used for performance and event discussions and related activity. We request all content is respectful, considerate and inclusive. Any comments or behaviour that is deemed offensive or inappropriate will result in the member being removed from the chat. Any images posted in the group by anyone other than an admin do not have Blue Moose Dance Company consent to be shared onwards so please seek relevant permissions if you wish to do so.*

*These guidelines are in line with our Digital Safeguarding and Social Media Policy which can be found here: (include URL to safeguarding policy)*

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](#)
- Hold a recent (within 3 years) DBS Enhanced Disclosure check, ideally on the update service, and commit to renewing this at least every three years where not on the update service 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, to a minimum of Level 2 if in a delivery role, Level 1 in a non-delivery role.
- 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 and Safeguarding Legislation.

- 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

### In the case of a disclosure, we will:

- Listen, rather than question
- Offer reassurance
- Tell the child that they hasn’t done anything wrong in disclosing the information
- Let the child know that we have to tell someone else and not promise to keep it confidential
- 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
- Report concerns of abuse to Blue Moose Dance Company DSL and other relevant authorities/services (Social Services, Safeguarding Officers in School settings and/or the Police, involving parents of children/young people appropriately) as soon as possible. Contact the Emergency Duty Team of the relevant LA if the incident occurs out of hours and safety is a risk factor.

*Lancashire County Council Emergency Duty Team: 0300 123 6722*

*North Yorkshire County Council Emergency Duty Team: 0300 131 2131*

- Stop activity immediately if participants’ safety cannot be maintained.

### 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 people and practice 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 where permission is granted
- 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 Creative Director before posting it.

If you see content on social media that disparages or reflects poorly on us please inform the Creative Director at your earliest convenience.

[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 (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.