



# Online Safety and Social Media Policy

## Introduction

This policy provides guidance on how Move Momentum, trading name Momentum, A 'child' or 'young person' refers to someone under the age of 18.

## Aims

The aims of our online safety policy are:

- To protect all children and young people involved with our organisation and who make use of technology (such as mobile phones, games consoles and the internet while in our care
- To provide staff and volunteers with policy and procedure information regarding to online safety and inform them how to report incidents
- To ensure our organisation is operating in line with our values and within the law regarding how we behave online

## Understanding the online world

As part of using the internet and social media, Momentum will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children - when using website, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what device or platform is being used for digital interaction but that the same safety aspects apply
- When using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issue are fully integrated, including:
  - Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
  - Incorporating online bullying ('cyberbullying') in our anti-bullying section of our Safeguarding Policy
- Provide training for the person responsible for managing our organisation's online presence

## Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected and at least 1 trustee and the project manager will have full access to each account and each password in addition to any staff members managing the account
- The accounts will be monitored by a designated person who will have been appointed by the board
- The designated person managing our online presence will seek advice from our board of trustees on safeguarding requirements



- The designated person may remove any inappropriate posts explaining why and informing anyone who may be affected
- Identifying details such as child's name, DOB, address etc. should not be posted on social media platforms
- Any posts or correspondence will be consistent with our aims
- We'll make sure young people are aware of who manages our social media accounts and who to contact if they have concerns about the running of the account
- Photographs or videos of participants cannot be used on social media without permission from the participant if over 18 or parent if participant is under 18
- All of our accounts and email addresses will be appropriate and fit for purpose

#### **What we expect of staff and volunteers**

- Staff should be aware of this policy and behave in accordance with it
- Staff should seek advice of the designated safeguarding officer if they have any concerns about the use of internet or social media
- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- Staff should make sure any content posted is accurate and appropriate
- Staff should not communicate in any form with young people from personal social media accounts and private messaging accounts (this includes but is not limited to WhatsApp, Facebook Messenger, texting)
- Rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website
- At least one other member of staff/trustee should be copied into any emails sent to children or young people
- Staff should avoid communicating with children or young people via email outside of normal office hours
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' ('X's')
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure according to our reporting procedures in our Safeguarding Policy

#### **What we expect of children and young people**

- Children should be aware of this online safety policy and agree to its terms
- We expect children and young people's to be responsible for their behaviour online, the content they access and how they conduct themselves for further advice on online safety young people may contact the designated safeguarding officer

#### **Using mobile phones or other digital technology to communicate**

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian
- When contacting young people, the purpose for each contact will clearly identified
- All communications with young people must include or be accessible by another of staff/trustee



- If a young person misinterprets communication and tries to engage a staff member in conversation the member of staff will take the following steps:
  - End the conversation or stop replying
  - Suggest discussing the subject further at the next practice or event
  - If concerned about a child or young person, provide contact details for the organisation designated safeguarding officer or appropriate agencies
  - Report the incident to the designated safeguarding officer

### **Participants using mobile phones**

So that all participants can enjoy and actively take part in dance activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- Advise parents that it may not be possible to contact children during activities
- Explain to participants how using a mobile phone how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

If any digital devices are used as part of activities within the organisation:

- We expect children and young people to behave responsibly when using digital devices

**As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines. If in doubt about any concerns, please contact the Designated Safeguarding Officer.**

Designated Safeguarding Officer (DSO)

Amanda Watkinson – 01962 809234 - [info@movemomentum.co.uk](mailto:info@movemomentum.co.uk)

Chair of Trustees

Alana Jones - [alana@movemomentum.co.uk](mailto:alana@movemomentum.co.uk)

We are committed to reviewing our safeguarding policy annually.

This policy was last reviewed and approved by the Board of Trustees on 30/10/19