



Luna Acrobatics and Aerial Arts Online Safety and Social Media Policy

Introduction

This policy provides guidance on how Luna Acrobatics and Aerial Arts uses the internet and social media and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us and the adults, children or young people who are the members of Luna Acrobatics and Aerial Arts to behave towards each other online.

Aims

The aims of our online safety policy are:

- To protect all students including children and young people involved with Luna Acrobatics and Aerial Arts and who make use of technology (such as mobile phones and the internet) while in our care
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure Luna Acrobatics and Aerial Arts 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, Luna Acrobatics and Aerial Arts will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication.
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or games console.
- 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 issues 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 policy
- Provide training for the person responsible for managing Luna Acrobatics and Aerial Arts 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 three members of staff will have access to each account and password.
- The account will be monitored by a designated person, who will have been appointed by Fenella Carcary (owner of Luna Acrobatics and Aerial Arts).
- The designated person managing our online presence will seek advice from our designated safeguarding lead, to advise on safeguarding requirements.
- A designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents/carers of any child or young person involved).
- Account, page and event settings will be set to 'Private' so that only invited club members can see their content.
- Identifying details such as a student or child's home address, school name or telephone number shouldn't be posted on social media platforms.
- Any posts or correspondence will be consistent with our aims.
- We will make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account.
- Parents/Carers will need to give permission for photographs or videos of their child or young person to be posted on social media
- As a rule, we will not post photos of children onto our social media platforms. If we do, then this will be done with the consent from Fenella Carcary (owner and Manager of Luna Acrobatics and Aerial Arts) first.
- 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 the advice of the Designated Safeguarding Lead if they have any concerns about the use of the internet or social media.
- Staff should not 'friend' or 'follow' children or young people from personal or public accounts on social media.
- Staff should delete and requests from children to follow them.
- Staff should not communicate with children or young people from personal accounts or private messages.
- Rather than communicating with parents/carers 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 Luna Acrobatics and Aerial Arts account, profile or website.

- Messages 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.
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.

What we expect of student, children and young people

- Students, Children and young people should be aware of this online policy and agree to its terms.
- We expect children and young people's behaviour online to be consistent with the guidelines set out in our 'Safe use of the Internet and Social Media Statement'
- Students, Children and Young people should follow the guidelines set out in our 'Safe use of the Internet and Social Media Statement' on all digital devices, including smart phones, tablets and consoles.
- We expect all students under the age of 18 to have read (with parents/carers) the 'Safe use of the Internet and Social Media Statement' and both signed it to acknowledge they have read and understood the rules. Failure to follow these rules could mean expulsion from Luna Acrobatics and Aerial Arts.

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 will take the following precautions to ensure children and 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 carer.
- If text messaging is required for communicating information when the normal routes of safe communication are not working (website, official facebook page) then staff will contact the parent/carer and NOT the child or young person.
- If a young person misinterprets such 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 the child or young person, provide contact details for the Club Welfare officers or appropriate agencies.

Using Mobile phones during an aerial lesson

So that all children and young people can enjoy and actively take part in activities, we **do not** allow the use of mobile phones during any time that a junior lesson is happening inside the studio at Luna. As part of this policy we will:

- Make children and young people aware of how and who to contact if there is an emergency or a change to previously agreed arrangements at Luna Acrobatics and Aerial Arts.
- Advise parents/carers that it may not be possible to contact children during lessons and provide an emergency contact with Lina Acrobatics and Aerial Arts who will be reachable should there be an emergency.
- Explain to children and young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievements.

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used – including laptops, computers, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

If any digital devices are used as part of lessons within Luna Acrobatics and Aerial Arts:

- We expect the children and young people to adhere to the guidelines surrounding online use and behaviour set out in our ‘Safe use of the internet and Social Media’ statement.
- We will establish appropriate restrictions, more commonly known as ‘parental controls’, on any device we provide during a lesson to prevent misuse or harm.

Luna Acrobatics and Aerial Arts commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Further information for Parents and Carers on keeping children safe online

NSPCC/ 02 Helpline: 0808 800 5002 www.o2.co.uk/help/nspcc/child-protection

Child Exploitation and Online Protection Centre (CEOP) www.ceop.police.uk

Childnet. www.childnet.com

The UK Safer Internet Centre www.saferinternet.org.uk

Policy written and agreed by:	Fenella Carcary – Owner and Manager Mary Bond – Designated Safeguarding Lead & Welfare Officer Claire Thompson – Welfare Officer
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This policy was written with guidance from Child Protection in Sport Unit (CPSU).

