

DANCEEAST

ONLINE CLASSES – SAFEGUARDING GUIDANCE

DanceEast will be using the online platform, Zoom, to deliver classes that allow for live interactions (both visual and comments) between staff and participants under 18.

This statement provides safeguarding guidance to those creating and managing online content (staff), as well as those interacting with it (participants and parents/carers). This guidance should be read in conjunction with DanceEast's Safeguarding Policy and adheres to procedures around Professional Conduct and Bullying. This is a live document that is subject to change as policies and processes evolve with online technology. The DanceEast Safeguarding Leads are responsible for reviewing and updating this document.

Code of Conduct

Consideration and respect for all users of this service is paramount and users must behave responsibly.

Inappropriate behaviour will not be tolerated and may lead to disciplinary action.

DanceEast Staff Members

Staff will behave in a professional manner at all times, ensuring their workspace is neutral and nothing inappropriate can be seen or heard in the background.

At all times, staff must only interact with students in a visible manner:

- Staff are not permitted to take part in private messaging
- Staff are not permitted to do one to one live classes/sessions with participants under the age of 18

All staff members have a duty of care to safeguard all young people and participants through online platforms. If any concerns are raised, normal safeguarding procedures must be followed. See Raising A Safeguarding Concern at the end of this document.

Under 18 Participants and Parents/Carers

- Participants must have permission from parents/carers to take part in any online session provided by DanceEast.
- During live sessions, parents/carers are responsible for chaperoning participants and must oversee their safety.
- Participants may be asked if permission to access the session is given by a parent/carer, if so, a parent/carer must provide visual approval.
- Interaction with all participants during live online platforms must, at all times, be kind and considerate, and bullying behaviour will not be condoned.
- If behaviour and actions by a participant is deemed inappropriate, their involvement will be terminated immediately, and disciplinary actions will be undertaken (see below).
- Participants are not allowed to message any DanceEast staff or other participants privately during the live session.
- All commenting will remain public to both participants and staff managing the live session.

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- Bookings for DanceEast live classes must be made by parents/carers who will be emailed a booking confirmation and access link to the class.
- The online platform, Zoom, is age restrictive therefore parents/carers must access Zoom using their own account and should manage the controls of this and oversee their young person accessing the service.

If you are concerned about any content or behaviour through our online services, please contact tom.bowes@danceeast.co.uk immediately.

DanceEast will seek to keep young people safe by appointing Online Safety Coordinators:

- Sophie Lander – Producer (Participation & Engagement)
- Chrissie Moore – Education Coordinator

Online Safety Coordinators are there to help monitor content, interactions and ensure that there is appropriate conduct from all parties. At least one Online Safety Coordinator will be present in every live session and will also be the host of that session.

Raising a Safeguarding Concern

If you have a safeguarding concern, please highlight this with the DanceEast Safeguarding Leads:

Safeguarding Officer:

Bill Armitage bill.armitage@danceeast.co.uk

Deputy Safeguarding Officer:

Tom Bowes tom.bowes@danceeast.co.uk

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