



## Photographic filming, Online Safety and Social Media Policy

This policy provides guidance on how Trevonne Stage School uses the photographic filming, internet and social media and the procedures for doing so. It also outlines how we expect our staff and volunteers who work for us to behave online.

### Aims

The aims of our online safety and social media policy are:

- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure Trevonne Stage School is operating in line with our values and within the law regarding how we behave online.

### Photographing filming during lessons

Videoring if often used as a training aid within our stage school, there is no intention to prevent the use of video equipment as a legitimate coaching aid. However, pupils their parents/carers should be aware that this is part of the coaching programme and care will be taken in the storage of such films.

If any other kind of photographic material for video of a pupil is required e.g. DVD of a performance or for the advertisement material then parental permission will be requested.

Pupils /parents/carers are not allowed to record or take photo's during classes or performances

### Understanding the online world

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

- Understand the safety aspects- including what is acceptable and unacceptable behaviour for staff and volunteers- when using websites, social media, apps and other forms of digital communication.
- When using social media platforms (including but not exhaustive- Facebook, Twitter, Instagram, TikTok) 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.
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We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our events are protected from potential harm online



- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing a Welfare officer
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging our pupils to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about all our pupils are held securely and shared only as appropriate
- ensuring that images of our pupils are used only after their permission has been obtained, and only for the purpose for which consent has been given
- examining and risk assessing any social media platforms and new technologies before they are used within our Stage School.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our stage school as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.
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Useful contacts:

- NSPCC 24-hour Helpline 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- The Police 111/999
- Child Exploitation and Online Protection Centre (CEOP) [www.ceop.police.uk](http://www.ceop.police.uk)
- The UK Safer Internet Centre- [www.safeinternet.org.uk](http://www.safeinternet.org.uk)