



DIGITAL SAFEGUARDING POLICY

Safeguarding is at the heart of everything we do at SOC!ETY DANCE ACADEMY.

We have a responsibility to protect and promote the safety and wellbeing of girls, boys, men and women as we help them reach their full potential through creativity.

We are committed to the welfare and safeguarding of all our members, volunteers and staff both offline, and online. And as part of this we believe it's important we can demonstrate best practice in digital safeguarding.

This policy sets out the expectations for all Society Dance Academy members, volunteers, staff, associated contractors, third party providers and users to ensure the protection of children, young people and volunteers and staff online.

As volunteers and members of staff of Society Dance academy it is our responsibility to raise concerns and report online incidents that happen inappropriately, using this policy and its procedures.

Society Dance Academy commitment to digital safeguarding

Society Dance Academy is 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.

We ask that all staff and volunteers to follow the *Code of conduct* both online and offline.

Your Volunteer Code of Conduct maps out what is expected of you at all times.

This is Society Dance Academy expectation of how you work with others (including volunteers, staff, external teachers & contractors) members of the public (including parents and partner organisations).

By following it you will be able to check that you are always doing the right thing and behaving in the right way. You will be reminded of what Society Dance Academy stands for, of our mission and purpose and of our values, to be caring, motivational, empowering, fun, inclusive and inspiring.

Most important of all you will be sure you are helping deliver the Society Dance Academy programme, which makes a great experience. All volunteers contribute to good programme delivery, whether you are in a unit role working with members or supporting other adults in project activity or sessions.

This Code supports you by making your responsibilities very clear for you. Take it seriously and follow it with pride.

Your Society Dance Academy Volunteer Code of Conduct

As a Society Dance Academy volunteer **you must always:**

- be a **good role model** with behaviour and an attitude that are in line with our **values** and providing opportunities for all to achieve.
- **comply with all applicable UK laws and guidance.** If your unit is based outside the UK or you are part of an activity outside the UK, you must also abide by the law of that country.
- make sure you follow Society Dance Academy **policies and procedures** and re-read them regularly so you are informed of updates. If you have gaps in your understanding, talk to our creative director or member of the team.
- **deliver the creative cultural development program** to young members if you are a creative development volunteer. When volunteering with adults in Society Dance Academy, **support** them to meet the Society Dance Academy programme requirements, to play your part in giving a consistently great experience.
- be **responsible and accountable** in the way you perform your role.
- be **fair** and treat everyone with **respect** and **dignity** in accordance with our Equality and Diversity policy.
- **respect privacy** in line with our policies and guidance.
- **communicate** in an **open and respectful** way, whether in person, by phone, writing or digital media.
- **work together** with Society Dance academy members, young people parents/ carers and members of the public to promote Society Dance Academy mission.

As a Society Dance Academy volunteer you must **not** act fraudulently or dishonestly, or do anything which brings, or is likely to bring, Society Dance Academy into disrepute or have a negative impact on Society Dance Academy or its reputation.

What happens if I don't follow the Code?

Where someone doesn't follow the Code, it is referred to as a breach. If someone believes you have acted in a way that breaches this Code they are entitled to let Society Dance Academy know and Society Dance Academy will formally investigate.

If you breach the Code you will be asked to withdraw.

Who is this policy for?

This policy is for Society Dance Academy, members, volunteers, staff and all users of Society Dance academy online services, website and platforms. It applies in the UK and Overseas.

It is directly related to Society Dance Academy Safeguarding and child protection policy.

This policy specifically covers all Society dance Academy online and digital activities, plus all digital activities undertaken on behalf of Society Dance Academy at a national, international, and regional level, on proprietary platforms (ie non Society Dance Academy affiliated) and third-party social media and devices.

This includes but is not limited to email; social media channels (such as Facebook, Twitter, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts, Virtual Reality Platform and Zoom; all ICT devices (including phones) and internet connectivity that is provided by Society Dance Academy.

This policy explains our approach to protecting members, volunteers and staff. We are constrained by the terms of service of third-party social media providers in our

approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves.

Society Dance Academy digital safeguarding principles

In order to uphold these principles our volunteers, members and staff must:

- 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 Society Dance Academy policies, procedure or guidance.
- Make sure that technical solutions are in place to reduce access to inappropriate content on devices owned or used by Society Dance Academy. These could be filtering or monitoring software for example parental controls.
- Ensure the correct permissions are in place before taking and using photographs or videos on mobile devices.
- Delete pictures after the event and in accordance with the Society Dance Academy privacy policy.
- Make sure that they have parental permissions before contacting any young person member under the age of 18, even if they have contacted you first.
- Make every effort to ensure that young members understand why and how they must use social media, or other digital platforms responsibly and safely using the appropriate privacy settings.

We recognise that digital safeguarding is an important part of all our work, and we are committed to always delivering best practice.

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.
- Help our volunteers to support members in being effective online.
- Take best practice action when a digital safeguarding incident occurs.
- Support and train appropriate volunteers and staff in digital safeguarding.
- 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.

Who is responsible for digital safeguarding across Society Dance Academy?

Our Safeguarding officer at Society Dance Academy is responsible and works with the Digital team about technical content and user advice. As a member, volunteer, or staff

member, if you know of an allegation, concern or disclosure incident you must inform the Safeguarding officer at Society Dance Academy.

When an incident happens in a project activity/ meeting or a member raises an issue at an online session/meeting, you must deal with it the same way as other safeguarding incidents. If you aren't sure about how to handle incidents you should contact the Safeguarding officer for support at admin@societydance.com or direct 07863387313.

Society Dance Academy is committed to the protection of our members, volunteers and staff and will only share information with other agencies where there are significant concerns, or a potential crime has been committed.

What do we mean by 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'. Society Dance Academy 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 Society Dance Academy 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

WHAT IS ONLINE BULLYING AND HARASSMENT?

Online bullying can be offensive, intimidating, malicious, insulting behaviour and abuse of power which humiliates or denigrates the other person. It can involve one or more person. This can be known as 'trolling' when the user deliberately starts quarrels or upsets people by posting inflammatory or off-topic messages in an online community.

Online harassment can come in the form of unwanted verbal conduct online which has the purpose or effect of violating the dignity of a person and or creating a hostile, degrading, humiliating or offensive environment. It can be related to personal characteristics of an individual, such as age, sex, race, disability, sexual orientation, gender identity, religion or belief or nationality.

Online examples of this abuse include abusive messages, exclusion from groups, malicious or insulting comments and sharing offensive imagery.

WHAT IS SEXUAL EXPLOITATION AND GROOMING ONLINE?

Sexual exploitation and grooming online is the act of developing a relationship with a child with the intention of abusing them. Offenders use emotional and psychological tricks to build relationships. The abuse can take place online or offline.

Non-contact abuse is where a child is encouraged to share live or still images of themselves of a sexual nature. They can be forced to commit sex acts or to perform on web cams or built in cameras in phones and other devices.

WHAT IS DISCRIMINATORY ABUSE ONLINE?

It can be an offence to stir up hatred – known as inciting hatred - on the grounds of the following protected characteristics:

- Age
- Sex
- Race
- Disability
- Religion or belief
- Sexual orientation
- Gender reassignment
- Marriage or civil partnership status
- Pregnancy and maternity

The content of a website can also be illegal when it threatens or harasses a person or a group of people. If this is posted because of hostility based on protected characteristic, it can be considered a hate crime,

Illegal material could be in words, pictures, videos, and even music and can include:

- Messages calling for racial or religious violence
- Web pages with pictures, videos or descriptions that glorify violence against anyone due to a protected characteristic, for example their race, religion, disability, sexual orientation or because they are transgender
- Chat forums where people ask other people to commit hate crimes

WHAT IS THE SHARING OF ILLEGAL AND INAPPROPRIATE IMAGERY ONLINE?

The sharing of illegal and inappropriate imagery online (sometimes known as sexting) can fall into two categories: illegal and inappropriate.

‘Illegal’ is child sexual abuse imagery and imagery that incites violence, hate or terrorism.

‘Inappropriate’ in this context could mean the sharing of pornography, violent content, racist content and homophobic or transphobic content.

It is an offence to share inappropriate imagery of anyone under the age of 18 and could result in a conviction.

WHAT IS CYBERSTALKING ONLINE?

Cyberstalking is the repeated use of electronic communications to harass or frighten someone, for example by sending threatening communications.

WHAT IS IMPERSONATION AND HACKING ONLINE?

Impersonation and hacking online is where a user pretends to be somebody else, and they may hack into their profile and share information, imagery or posts for example, on behalf of that person.

WHAT IS DISINFORMATION AND MISINFORMATION ONLINE?

Misinformation and disinformation are the acts of spreading knowledge that is incorrect. Disinformation is the deliberate intent to spread information which is known to be incorrect. Misinformation is where an individual may not be aware of the fact that they are sharing inaccurate information, for example they share information or content that they believe to be true.

WHAT IS THE SHARING OF PERSONAL INFORMATION ONLINE?

Personal information includes information that makes an individual personally identifiable. This can include name, date of birth, address, phone number, email address and social media profile name. It may also include identifying details based on an individual's protected characteristic.

The law

Society Dance Academy adheres to all relevant UK laws relating to users of our digital platforms, third party social media and the use of our ICT equipment.

Relevant laws include:

- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Communications Act 2003
- Sexual Offences (Amendment) Act 1992
- Computer Misuse Act 1990
- The Equality Act 2010
- Criminal Justice Act 2003 – Criminal Justice (Scotland) Act 2016
- Sexual Offences Act 2003 – Sexual Offences (Scotland) Act 2016
- Serious Crime Act 2015
- Data Protection Act 2018

This list is not exhaustive. We review any changes in legislation to make sure we are compliant.

