



Big Top Musical Adventures CIC Policy for Online Safety

The Purpose of this Policy

This purpose of this policy is to:

- Ensure that all people accessing Big Top Musical Adventures CIC online can do so safely in any format
- Share this information with our paid staff, volunteers and users so that everyone is aware of our approach
- Ensure that as an organisation, we operate in line with our values and within the law in terms of how we use the internet and any electronic means to deliver our services to people with disabilities

Who is this Policy For?

This document is for all paid staff, volunteers and anyone who accesses our services online including parents, carers, training delegates and people with learning disabilities of all ages.

We Believe That:

- People with a learning disability should never experience abuse of any kind
- People with a learning disability should be able to access resources online for education and personal development, but appropriate safeguards need to be in place to ensure they are kept safe at all times

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 organisation are protected from potential harm online
- All people with a learning disability have the right to equal protection from all types of harm or abuse

We will Keep People Safe By:

- Link our existing safeguarding procedures to our online work, so that everyone knows how to raise any concerns
- Review and update any online security systems as necessary
- Ensure that personal information related to people with a learning disability, their parents/carers, staff, volunteers, and our charity supporters is held securely and in accordance with our GDPR and Data Protection Policy
- Endeavour to provide further support and training/signposting for staff and volunteers about safety online when appropriate or if requested

Social Networking Sites

- Roles with Big Top Musical Adventures CIC requires a high degree of professionalism and confidentiality
- Use such sites with extreme caution, being aware of the nature of what you are publishing on-line in relation to your professional position. Do not publish any information online which you would not want people to see.
- Under no circumstances should children or young people, past or present who have/are attending Big Top Musical Adventures CIC activities be added as friends/contacts, unless known to you as a friend or relative prior to attending Big Top Musical Adventures CIC activities.
- Under no circumstances should Big Top Musical Adventures CIC interact directly with children or young people, past or present who have/are attending Big Top Musical Adventures CIC activities using social networking platforms.
- Under the remit of safeguarding, we ask that you tell the DSL if you have additional regular contact with families, other than during Big Top Musical Adventures CIC activities which requires you to share contact information.
- Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression applies only to lawful conduct.

Any communications made in a professional capacity through social media must not either knowingly or recklessly:

- place a child/young person or vulnerable adult at risk of harm;
 - bring Big Top Musical Adventures into disrepute.
 - breach confidentiality
 - breach data protection legislation
 - breach copyright
- Users of social networking media should not communicate anything that could be considered discriminatory against, or cause bullying or harassment of any individual, for example by: making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, age, religion or belief.

- using social media to bully another individual; or posting images that are discriminatory or offensive or links to such content.

Published Content and Use of Images

As part of Big Top Musical Adventures CIC activities, families/parents/carers/teachers may take photographs and record images of individuals.

- Consent from parents/carers for photographs and videos to be taken of their child/young person should be obtained by the relevant partner organisation.
- Any photographs and videos taken by parents/carers at Big Top Musical Adventures CIC activities for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other children/young people are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers have agreed to this.
- If a parent/carer/partner organisation shares an image of their child/young person on Big Top Musical Adventures CIC public social networking sites, such as Facebook, this image may be shared again using the same platform. The image will not be used in any other format or site without further seeking consent from the relevant parties.
- When using photographs and videos in this way we will not accompany them with any other personal information, to ensure the person cannot be identified.
- Consent can be refused or withdrawn at any time.
- If consent is withdrawn, we will delete the photograph or video and not distribute it further.
- When taking photos or videos it is not permitted for Big Top Musical Adventures CIC staff to use personal equipment. This includes integral cameras on mobile phones.

If an online safeguarding incident occurs, we will respond to it by:

- Engaging our usual incident reporting and follow up procedures for any safeguarding related incidents that occur
- Referring to our Policy documents (see below) for any detailed information and/or further instruction
- Ensuring that we always act on any incident report and that this is logged in accordance to our Privacy and Data Policy

Related Policies and Procedures

This Policy statement should be read alongside our organisational policies and procedures, including:

- Big Top Musical Adventures CIC Safeguarding Children and Adults at Risk Policy
- Big Top Musical Adventures CIC Privacy Policy

Contact Details

Designated Safeguarding Lead: Rosie Rushton

Email: rosierushton1510@gmail.com Mobile: 07792968743

Designated Director for Safeguarding: Kathryn Masters

Email: kjc90@live.com

This Policy document was written Nov 2020 and will be reviewed annually.