



# Safeguarding for when using any online Forum

**Safeguarding remains as important in online environments as it does in your dance studio. To keep yourself and your students safe please consider the following:**

- setting up a separate business Zoom (or equivalent) account for your online teaching, keeping it separate from any personal online accounts / profiles you might have
- do not share any personal information or any other personal social media content / links
- encourage parents / carers to create an account rather than the students
- ensure you have discussed the platform with parents / carers and have agreed contractual procedures if they differ from those they agreed to when first joining your school. Ensure that you get a signed agreement that parents / guardians agree to the students taking part in the lessons online
- give plenty of notice when sending out links to sign-up to your classes and ensure you close the sign-up procedure well in advance so that you know who is joining and can plan appropriately
- don't be tempted by being more informal in your delivery, instead deliver in the same professional manner as you would in your face-to-face classes
- adhere to safe dance practice guidance in terms of your appearance, clothing and the way you address your students and deliver the content; similarly ensure you are warmed up and ready
- ensure that your space is safe and that the content you are delivering is appropriate to your audience (hence why it is important to absolutely know who has signed up for your lesson in advance)
- take care if you are thinking of recording the session – this must always be agreed with the parent / carers and students and written consent gained. If you are in any doubt that you cannot control how the recording is shared / viewed following the activity, do not record lessons.

## ***If you do record lessons, you must:***

Provide a written policy and ensure your GDPR Policy is updated to reflect this, and gain consent in writing from parents / carers or the student (if over 18). In the policy you should state:

- that they are used for teaching and learning purposes only
- what you will do with the recordings to keep them stored safely
- how long you will keep them and why
- that you guarantee you will only share the recording with the pupil (if an adult) or the parents / carers
- how you will dispose securely of the recordings at the end of this period

It is important that you offer such experiences to your students only – know in advance who is going to be in your classes so that you can best accommodate them, and guide your participants to not record the sessions either as they will be able to see others, ensuring you maintain working within Safeguarding guidelines.

Please adhere to Safe Dance Practice in all activities.

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