



www.elmazproductions.com
elmazproductions@gmail.com

Online Safety Policy Statement

The purpose of this policy statement

Elmaz Productions works with children and families as part of its activities. These include: classes and workshops related to the Performing Arts.

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices.
- Provide team members and volunteers with the overarching principles that guide our approach to online safety.
- Ensure that, as a company, we operate in line with our values and within the law in terms of how we use online devices.

This policy statement applies to all team members, volunteers, children and young people and anyone involved in Elmaz Productions activities.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

- Online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Child protection learning.nspcc.org.uk/child-protection-system
- Bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying

We believe that:

- Children and young people should never experience abuse of any kind.
- Children should be able to use the internet for education and personal development, but 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 company are protected from potential harm online.
- We have a responsibility to help keep children and young people safe online, whether or not they are using Elmaz Productions network and devices.

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- 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 an online safety coordinator
- Providing clear and specific directions to team members and volunteers on how to behave online through our behaviour code for adults.
- Supporting and encouraging the young people using our service 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 an online safety agreement for use with young people and their parents/carers.
- Developing clear and robust procedures to enable us to respond appropriately to any incident 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 usernames, logins, email accounts and passwords are used effectively (where applicable).
- Ensuring personal information about the adults and children who are involved in our company is held securely and shared only as appropriate.
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Providing supervision, support and training for team members and volunteers about online safety.
- Examining and risk assessing any social media platforms and new technologies before they are used within the company.

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).

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- Providing support and training for all team members 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 company 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.

Related policies and procedures

This policy statement should be read alongside our company policies and procedures including:

- Child protection policy
- Behaviour code for adults working with children
- Anti-bullying policy and procedures
- Photography and image sharing guidance

Contact details

Online safety coordinator

Name: Maz or Ellie, Company directors

Phone/email: (given at workshop/class)

Designated Safeguarding Lead

Name: Eleanor Lee

Phone/email: (given at workshop/class)

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was implemented on: 30 April 2021 (date)

This policy was last reviewed on: 30 April 2021 (date)

Signed: EFLee & MPLee

Date: 30.04.2021

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