

LIVE LIKE YOUR HEAD'S ON FIRE DANCE PROJECT Online Safeguarding & Privacy: Policy and Guidelines

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 as part of the Live Like Your Head's On Fire dance project.
- Give clear information on how we will store and use project participants contact information and personal details
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use social media and other online sites.

The policy statement applies to all staff, contractors, volunteers, children and young people and anyone involved in Story Machine's work.

The online world provides everyone with many opportunities; however it can also present risks and challenges. 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.

1) VIDEO SUBMISSIONS AND ONLINE ACTIVITY

The aim of the project is to use video and social media to be creative, have fun and make something positive. We assume that all submissions will be made with this spirit of positivity in mind.

- Anyone appearing in a video submission must have given their permission for the video to be sent to Story Machine
- We will ensure that videos will be used only after written permission has been obtained, and only for the purpose for which consent has been given (i.e. creation of a trailer to promote the book Live Like Your Head's On Fire).

- We will remove and/or report any illegal or inappropriate submissions
- Video submissions through social media can only be posted by those over 13 years old. Submissions from those under 13 will only be accepted through email or by using the account of a parent or guardian with their permission.
- If online abuse occurs during the project we will make sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- We have provided support and training for staff and contractors about online safety

2) PERSONAL INFORMATION

- We will ensure that personal information and contact details supplied by the adults and children who are involved in this project is held securely
- We will only use personal information for the specific purposes for which it has been collected (i.e. sending books via post, contacting participants with details of the project).
- Personal information will not be passed on to any third parties and will be deleted once the project has been completed.

3) CONTACTS

If you have any questions about this policy or wish to make a complaint about online safety or privacy, please contact the project coordinator, Caz Slota:
caz@sparkampm.co.uk

You may also contact the project lead, Sam Ruddock:
sam@storymachines.co.uk