

# Florian School of Dance



## Photography, Video and Social Media Policy

A registration form must be completed by all students enrolling in classes. The registration form also includes a consent form for photography and video. For existing students, any changes to be made to existing details or consents must be put in writing to the Principal Emma Emmerson at [florianschoolofdance@outlook.com](mailto:florianschoolofdance@outlook.com)

We may use photography or video for choreography or teaching purposes as well as for use in marketing. Permission is required in order to use images of any of our students and we will not name or tag any student without the permission of the parent/guardian or student themselves (if over the age of 18). Images can be removed from our social media sites by writing to the Principal and requesting this. To remove images from our website which we were given previous permission to use, we must have this request in writing and be given a three month's notice to remove the images.

With regard to social media use, we have the following advice for staff, students and parents:

Teachers should:

- Not accept friend requests from current pupils, or ex-pupils under the age of 18.
- Exercise caution in deciding what to share on social media.
- Only post things that they would be happy to be associated with as dance teacher.
- Use the tightest privacy settings possible.
- Be careful about how they communicate with students and parents and to always be respectful, polite and patient.
- Communicating with parents via social media or via personal mobiles should be minimised, instead using school email address and telephone numbers on the website.

Parents/carers are requested to:

- Not post photos, videos or make comments on social media that include or name other students at the school.
- Discuss any queries or complaints directly with the Principal, rather than discussing concerns with other parents on group chats or on social media. We kindly ask that any queries, concerns or complaints are raised directly.
- Not post anything unkind about the school or any member of its students and/or staff.

Students are requested to:

- Abide by rules for signing up to social media sites (13 for most sites including Facebook and Instagram)
- Ask permission from parents/guardians before joining social media groups.
- Think about the comments they choose to make (including in private messages) about the school, teachers or other children and be kind and thoughtful towards others.
- Not post photos, videos or make comments on social media that include or name other students at the school

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## Enforcing our Policy

If we become aware of anyone not following our rules and not meeting our child protection requirements regarding social media, we will contact them and ask them to remove any offensive or inappropriate content. Comments that are threatening, abusive, racist, sexist or hateful will be removed.

We respectfully remind our customers that we have a duty of care to all our students and identifying a child who is the subject of a safeguarding case (e.g. a child who has been adopted or fostered, or who has an injunction against a family member) could put them at risk.

Any complaints should be reported in line with our **Complaints procedure**.