



Electronic Device Policy

Integr8 Dance

Policy for the use of Mobile Phones and other Electronic Devices in Schools.

Introduction

Integr8 Dance is committed to safeguarding the welfare of the children with whom it works, and promotes best practice with regard to the use of electronic devices in schools.

Integr8 Dance has established the following code of practice:

New guidance from the Department for Education and Skills (DfES) requires an enhanced level of checking for any person who comes into contact with children.

Position statement

Integr8 Dance is committed to the belief that:

- The welfare of the child and vulnerable person is paramount
- No photographs or videos are to be taken during any sessions Integr8 Dance runs in schools without prior written consent from all parents for the students in the class
- Staff (paid and unpaid) should be clear on how to respond appropriately
- We seek to promote a positive ethos of collaborative work between the professional dance sector and children/vulnerable people

Accountability

Integr8 Dance takes every reasonable step to ensure that children and vulnerable people are protected where:

- Employees of Integr8 Dance (including freelance practitioners) are directly involved with a class/workshop or performance
- Volunteers of Integr8 Dance are directly involved with a class/workshop or performance



Key Guidelines

Integr8 Dance employs the following key guidelines for the protection of children and vulnerable people who are participating in sessions arranged with or by Integr8 Dance

- While in schools mobile phones and electronic devices must only be used for playing music for the dance session and be in silent/airplane mode. No photographs or videos are to be taken at any time.
- Any electronic device used must be placed on a flat surface facing upwards and not carried around the room
- It is recommended if the device has an in-built camera to cover this with an appropriate blackout sticker to prevent photographs and videos from being taken.
- Children are supervised at all times during sessions, including breaks.

Reporting

Integr8 Dance has the following procedures for reporting accidents, incidents or cases of suspected abuse:

- Employees of Integr8 Dance including freelance practitioners are required to report any problems and or incidents as soon as possible to the Managing Director - Charlie Sapey.
- Accidents must be recorded on an Integr8 Dance incident form and emailed to the Managing Director. Serious injuries in which emergency services are called should be reported immediately by phone to the managing director.
- Suspected cases of child abuse must be reported directly to the Managing Director. Information must be treated in the strictest confidence.
- It is the responsibility of the Managing Director to report the incident to the relevant authorities if it is deemed necessary to do so.
- All information will be treated with in the strictest confidence and only shared with other parties/agencies when it is deemed necessary and is in the interests of the child/children affected.



Definitions

A Child:

- *The Children Act 1989* defines a child as someone who is under the age of 18.

A Vulnerable Person:

- A vulnerable person is defined as anyone who is in a position where they cannot care for themselves and are reliant upon a carer. This would include, for instance, adults with disabilities, elderly people, young people and children.

Electronic Device:

- Mobile phone, Laptop, iPad, iPod, tablet, mp3player and any other device used to play music.

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