

The Elizabeth School of Dancing

Brook Street Farm, Heddingham Road, Halstead, Essex, CO9 1UH
Telephone: 01787 472182, Mobile: 07792 319065

SOCIAL MEDIA POLICY		
Date Adopted	Date of Review	Date to be reviewed on/by
April 2021		March 2023
<p>When using all forms of Social Media, all parents, students, teachers, and assistant teachers must adhere to The Elizabeth School of Dance Social Media Policy.</p> <p>For the purpose of this document, the word “teacher” refers to fully qualified ESOD teachers, trainee assistant teachers and class assistants.</p>		

- Students and parents may not photograph, video or record any material in classes/ rehearsals without the teacher's permission.
- Where permission has been given to record a class/routine for rehearsal purposes, use of that recording has been authorised for that purpose only and must not be posted on any Social Media platform. The only exception being, where there is a closed/private group that has been authorised by the class teacher to be used for the same rehearsal purposes.
- No footage of The Elizabeth School of Dance performances are to be shared to Social Media without permission from The Elizabeth School of Dance.
- Students under the age of 18 must not contact their class teacher for any queries via any communication platform without written consent from their parent/ guardian.
- We discourage all teachers from accepting any student of the school (current or ex) under the age of 18 as a friend, follower or subscriber or similar on any personal social media account unless there is an existing relationship.
- Students/Parents are not authorised to contact The Elizabeth School of Dance staff publicly via their personal Social Media account(s) at any time or for any reason. Should a teacher be contacted, it is their duty to let staff of The Elizabeth School of Dance know so it can be monitored. Class teachers can be contacted by parents privately via their personal social media accounts only when dance related or alternatively (and the preferred option), please phone/text the teacher direct or email via the school email address – info@elizabethschoolofdance.com. Students may not contact teachers on their private social media accounts. (Excludes authorised facebook/Whatsapp groups)
- Personal Social Media accounts are not to be used publicly to communicate attendance, queries, or any other administrative information, this must be done through the school email address, private messaging via social media or the relevant closed group or phone.
- Under no circumstances must the Elizabeth School of Dance teaching assistants be contacted to communicate attendance, queries, or any other administrative information. All dance related queries must be communicated directly to the class teacher.

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- Bullying/harassment of any kind over Social Media will not be tolerated and may result in termination of students' enrolment or disciplinary action to be taken against teacher/assistant teacher.
- Students and parents are not to post any content that may bring The Elizabeth School of Dance into disrepute.
- All posts on Social Media that are Elizabeth School of Dance related must be appropriate and tasteful. Any posts seen on Social Media that are deemed inappropriate or distasteful will result in the students, parents and teachers being notified and the post being removed from all platforms.
- When posting on Social Media, all credits must be given to those relative to the post.