

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

***Online Safety & Digital
Communications Policy***

Policy Overview Information

Policy Title	Online Safety & Digital Communications
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Authorised By	Mr. Jake Byrne
Agreed By	Mr. Neil Byrne
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Policy Logistics

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

Umbrella organisation and governance structure

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

1. Policy statement and safeguarding commitment

The Karate & Dance Federation recognises that digital communication and online platforms are integral to modern service delivery, communication, and promotion. However, the Federation also recognises that online environments present specific safeguarding risks, particularly for children and young people.

This policy sets out how digital communication is managed safely, professionally, and transparently. It aims to protect children from online harm, protect staff from allegations or boundary breaches, and ensure the Federation's online presence reflects its safeguarding values.

Safeguarding principles apply equally online as they do in face-to-face environments.

2. Scope and application

This policy applies to all online and digital activity connected to the Federation, including websites, social media platforms, email, messaging services, online learning platforms, and video conferencing tools.

The policy applies to all staff, volunteers, contractors, students, parents, carers, and anyone communicating on behalf of the Federation.

This includes both Federation-owned accounts and any personal accounts used in connection with Federation activity.

3. Approved communication channels

All official communication with parents, carers, and students must take place through approved Federation channels. These may include official email accounts, authorised messaging systems, websites, or learning platforms.

Staff must not use personal social media accounts or personal messaging apps to communicate directly with children. Where communication with children is necessary, it must be visible, auditable, and authorised, with parental awareness.

Communication must be professional, relevant, and appropriate in tone and content.

4. Online conduct and professional boundaries

Staff and volunteers are expected to maintain the same professional boundaries online as they do in person. Online interactions must remain strictly professional and related to Federation activity.

Staff must not engage in private or secretive online conversations with children, accept friend or follow requests from students, or share personal information.

Language used online must be respectful, inclusive, and appropriate. Sarcasm, humour that could be misinterpreted, or emotionally charged communication is avoided.

5. Social media use

The Federation uses social media as a communication and promotional tool. All content posted on Federation accounts must be approved and aligned with safeguarding, data protection, and media consent policies.

Staff and volunteers must not post content about Federation activity on personal social media accounts without prior authorisation.

Any online content involving children must comply with consent arrangements and image safety guidance.

6. Online learning and virtual sessions

Where online classes, meetings, or training sessions are delivered, appropriate safeguards are implemented. This includes using secure platforms, managing access controls, and ensuring sessions are supervised appropriately.

Online sessions involving children are structured, recorded where appropriate, and conducted in professional environments.

Staff are expected to dress appropriately, use neutral backgrounds where possible, and maintain professional behaviour at all times.

7. Managing online risks and harmful content

The Federation recognises risks such as cyberbullying, inappropriate content, grooming, and misuse of digital platforms.

Concerns regarding online behaviour, harmful content, or digital safeguarding risks must be reported immediately in line with safeguarding procedures.

The Federation works with parents and carers to promote safe online behaviour and responds promptly to online safeguarding concerns.

8. Data protection and privacy online

All online communication and digital platforms are used in compliance with data protection legislation.

Personal data is shared online only where lawful, necessary, and secure. Passwords and access credentials are protected and not shared.

Care is taken to ensure that online platforms used meet appropriate security standards.

9. Monitoring and moderation

Federation online platforms are monitored and moderated to ensure appropriate use. Inappropriate content or behaviour is addressed promptly.

The Federation reserves the right to remove content, restrict access, or suspend accounts where online conduct breaches policy.

10. Responding to breaches and concerns

Any breach of this policy is taken seriously and may result in disciplinary action, termination of engagement, or referral to external agencies.

Safeguarding concerns arising from online activity are managed in line with safeguarding procedures and may involve external authorities.

11. Training and awareness

Staff and volunteers receive training on online safety, digital communication, and professional boundaries as part of safeguarding training.

Parents and carers are provided with guidance on online safety and the Federation's digital expectations.

12. Monitoring and review

This policy is reviewed annually or sooner if required due to changes in technology, legislation, or safeguarding guidance.