Online Safety and Social Media Policy

This policy has been developed to inform our club members about using social media (*Facebook, YouTube, Twitter, Tik Tok, Instagram and all other social networking sites and forums)* so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

Managing online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 2 members of the club will have access to each account and password
- the account will be monitored by at least two designated volunteers in order to provide transparency, who will have been appointed by the club committee
- the designated volunteers managing our online presence will seek advice from our designated welfare officer to advise on safeguarding requirements
- designated volunteers will remove inappropriate posts by club members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- As an adults only club, no children under the age of 18 will be allowed to join our social media groups.
- we'll make sure all club members are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online

Online behaviours

The code of conducts state the expected behavioural stanadrds, this includes behaviour on social media. Here is some specific does and donts to consider before posting on social media:

- Pause and think about what you are saying and the impact it might have
- Be careful, respectful and positive. You are personally responsible for what you post. If in doubt, don't post it.

- Think about your image – ‘what do I want people to think about me or my club?’
- Consider who you are interacting with - you will likely come into contact online with under 18s. Familiarise yourself with safeguarding regulations in relation to engaging with under 18s.
- Respect confidentiality within the team e.g. tactics, squad information, announcements, coaching advice, training sessions.
- Remember many different audiences will see your posts including Club members, potential members, children, member's relatives, and friends.
- Be smart about protecting yourself, your privacy, and confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully and your privacy settings.
- Don’t post content that discriminates against individuals or groups on the basis of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation.
- Don’t write anything on social media channels that you wouldn’t feel comfortable seeing in a newspaper or hearing on TV. Everything you write is treated as a direct quote i.e. ‘Don’t tweet what you wouldn’t say to your mum/gran’ or ‘Think before you tweet’ or ‘Would I say this face to face with someone?
- Don’t speak negatively about other club members, competitors, officials or governing bodies. Never use slurs, personal insults or obscenity. Be professional and respectful.
- Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgement is impaired in any way. Be very careful what you say, do and post because once it’s on a social media channel, it can go viral very quickly.
- Don’t engage in on-line disputes and don’t allow family or friends to argue on your behalf.

What we expect from our club volunteers

- volunteers should be aware of this policy and behave in accordance with it
- volunteers should seek the advice of the designated welfare officer if they have any concerns about the use of the internet or social media
- volunteers should make sure any content posted on public personal accounts is accurate and appropriate as club members may ‘follow’ them on social media
- emails or messages should maintain the clubs tone and be written in a professional manner, e.g. in the same way you would communicate in a professional setting, avoiding kisses (X’s) or using slang or inappropriate language
- volunteers should not delete any messages or communications sent to or from club accounts

- volunteers should undertake all online safety training offered and gain a basic knowledge of the platforms and how to report or remove inappropriate content online
- any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our safeguarding procedure
- club members must not engage in 'sexting'4 or send pictures to anyone that are obscene

What we expect of club members

- members should be aware of this online safety and social media policy and the behaviours set out
- we expect members behaviour online to be consistent with the guidelines set out in the code of conducts and anti bullying statement
- members should take the necessary steps to protect themselves online.

Policy breach

Club members who breach this policy (and other related policies) will face a warning in the first instance, perisistant breaches will be dealt with through the clubs grievance and displinary policy.

Any breaches of a safeguarding nature will be addressed through the clubs safeguarding policy and procedure and where appropraite will be reported to UK Athletics. Whilst the club will try to moderate social media posts, if you do have any concerns or would like to make a complaint please contact the club welfare officer or club social media officer.

Related policies and procedures

- Club Constitution
- Adult Safeguarding Policy
- Codes of Conduct
- Club Grievance and Disciplinary Policy (Club Constitution)
- Club Inclusion Policy
- Club Anti Bullying Statement (inc Cyber bullying)

Useful contacts

- Club Welfare Officer welfare@twharriers.org.uk
- UKA 07920 532552/ safeguarding@uka.org.uk
- EA welfare@englandathletics.org
- The UK Safer Internet Centre https://saferinternet.org.uk/
- Anti-Bullying Alliance www.antibullyingalliance.org