

Ryde Rowing Club.

The Clubhouse, Appley Park, Ryde Isle of Wight. PO33 1ND.

Telephone. 01983 562127

Web Site: <http://www.ryderowingclub.co.uk/>

A registered Community Amateur Sports Club – Registration number CASC 01512.

VAT number: 615 4710 58

Ryde Rowing Club Online Safety and Social Media Policy.

Introduction.

This policy provides guidance on how our Sports Club uses the internet and social media, and the procedures for doing so. It also outlines how we expect the adult volunteers and the young people who are members of our Sports Club to behave online.

Aims.

The aims of our online safety policy are:

- To protect young people involved with our organization and who make use of technology (such as mobile phones, games consoles and the internet) while in our care.
- To provide volunteers/coaches with policy and procedure information regarding online safety and inform them how to respond to an incident.
- To ensure our Sport Club is operating in line with our values and within the law regarding how we behave on line.

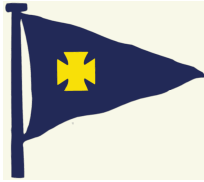
Understanding the online world.

As part of using the internet and social media our organization will:

- understand the safety aspects – including what is acceptable and unacceptable behavior for staff and young people – when using websites, social media, apps and other forms of digital communication.
- be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it a computer, mobile phone or game console.
- when using social media platforms (including Facebook, Instagram and Twitter ensure that we adhere to relevant legislation and good practice guidelines.
- regularly review existing safeguarding policies and procedures to ensure the online safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures.
 - incorporating online bullying ('cyberbullying') in our anti-bullying policy.
- provide training for the person responsible for managing our organization's online presence.

Managing our online presence.

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



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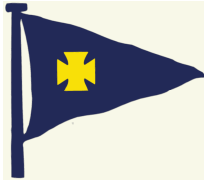
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- all social media accounts will be password-protected, and at least 3 members of the general committee will have access to each account and password.
- the account will be monitored by a designated person, who will have been appointed by the club committee.
- the designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements.
- a designated supervisor will remove inappropriate posts by young people, volunteers/coaches, explaining why, and informing anyone who may be affected (as well as the parents or guardians of any children involved).
- account, page and event settings will be set to 'private' so that only invited club members can see their content.
- Identifying details such as a child's home address, school address or telephone number shouldn't be posted on social media platforms.
- any posts or correspondence will be consistent with our aims.
- we'll make sure young people are aware of who manages our social media account and who to contact and who to contact if they have any concerns about the running of the account.
- Parents/guardians will be asked to give their approval for us to communicate with their young people through social media, or by any other means of communication.
- parents will need to give permission for photographs or videos of young people to be posted on social media by other parents, members, volunteers and coaches.
- all of our accounts and E Mail addresses will be appropriate and fit for purpose.

What we expect of coaches and volunteers.

- volunteers/coaches should be aware of this policy and behave in accordance with it.
- volunteer/coaches should seek the advice of the designated safe guarding lead if they any concerns about the use of the internet or social media.
- volunteers/coaches should communicate any messages they wish to send out to young people to the designated person responsible for the organizations on line presence.
- volunteers/coaches should not 'friend' or 'follow' young people from personal accounts on social media.
- volunteers/coaches should make sure any content is accurate and appropriate, as young people may 'follow' them on social media.
- volunteers/coaches should not communicate with young people via personal accounts or private messages.
- rather than communicating with parents through personal social media accounts. volunteers/coaches should choose a more formal means of communication, such as face-to-face, in an E Mail or in writing, or use an organizational account, profile or website.



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- at least one other volunteer/coach should be copied in to any emails sent to young people.
- volunteers/coaches should avoid communicating with young people via email outside of normal office hours.
- emails should be signed in a professional manner, avoiding the use of emoji's or symbols such as 'kisses' (X's).
- any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures.
- smartphone users should respect the private lives of other users and not take or distribute pictures of other people if it could invade their privacy.
- volunteers/coaches and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.

What we expect of young people.

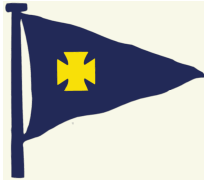
- young people should be aware of this online safety policy and agree to its terms.
- We expect young people's behavior online to be consistent with the guidelines set out in our acceptable use statement and the young person should follow the guidelines set out in our acceptable statement on all digital devices, including smart phones, tablet and consoles.

Using mobile phones or other digital technology to communicate.

- volunteers/coaches will avoid having young people personal mobile and will instead seek contact through a parent or guardian.
- we'll seek parental permission on each occasion we need to contact young people directly, the purpose for each contact will be clearly identified and agreed upon.
- a method of accountability will be arranged such as copies of texts also being sent to the clubs lead welfare officer or to parents/guardians.
- texts will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation.
- if a young person misinterprets such communication and tries to engage volunteers/coaches in conversation the volunteers/coach will take the following steps:
 - end the conversation or stop replying.
 - suggest discussing the subject further at the next practice or event.
 - if concerned about the young people, provide contact details for the clubs lead welfare officer or appropriate agencies.

Using mobile phones during sports activities.

So that all young people can enjoy and actively take part in sport activities, we discourage the use of mobile phones during such activities. As part of this policy we will:



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- make young people aware of how and who to contact if there is an emergency or a change to previously agree arrangements with the organization.
- inform parents or guardians of appropriate times they can contact young people who are away at camps or away trips and discourage them from attempting contact outside of these times.
- advise parents that it may not be possible to contact young people during activities and provide a contact within the club or organization who will be reachable should there be an emergency.
- explain to young people how using mobile phones during activities has an impact on the safe awareness of their environment and their level of participation and achievement.

Use of other digital devices and programmes.

The principle in this policy apply no matter which current of future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TV's –and whether an app. Programme or website is used.

If any digital devices are used as part of activities within the organization:

- we expect young people to adhere to the guidelines surrounding online use and behavior set out in our acceptable us policy.
- we'll establish appropriate restrictions, more commonly known as 'parental controls' on any device provided to prevent misuse or harm.

As an organization, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Further information for parents and carers on keeping children safe online.

The following websites provide information for organizations and parents about online safety to help them protect their children from harm:

NSPCC / O2 Helpline 0808 800 5002 – www.o2.co.uk/hels/nspcc/child-protection

Child Exploitation and Online Protection Centre (CEOP) – www.ceop.police.uk

Childnet – www.childnet.com

The UK Safer Internet Centre – www.safeinternet.org.uk