

Spalding Cycling Club Social Media Policy and Online Safety

This policy has been developed to inform our club members about using social media (Facebook, Twitter, 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 committee will have access to each account and password
- The designated volunteers managing our online presence will seek advice from the clubs welfare officer to advise on safeguarding requirements as required
- 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)
- Clubs should decline requests from children under 13 to join the club's social media accounts
- Any member who has any concerns about something that's happened online should contact a committee member
- Identifying details such as a club members home address, school name or telephone number shouldn't be posted on social media platforms
- Any posts or correspondence will be consistent with our aims and tone as a club
- Parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- Video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

Online behaviours

Here are some specific do's and don'ts 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.

- Remember many different audiences may 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 not communicate with children via personal accounts
- Volunteers should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using club accounts
- 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
- Any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure
- At least one parent must be present during the delivery of any activities via video conferencing platforms at home

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 anti-bullying statement
- Members should take the necessary steps to protect themselves online.
- Children should follow the age restrictions set out by social media companies

What we expect of parents and carers

- Parents should be aware of this online safety policy and agree to its terms
- Parents should protect all children's privacy online and think carefully about what content they share about our sport online, where they share it and who they're sharing it with
- We expect behaviour online to be consistent with these guidelines for parents and carers

Policy breach

Club members who breach this policy will face a warning in the first instance, persistent breaches will be dealt with through the clubs grievance and disciplinary policy.

Any breaches of a safeguarding nature will be addressed through the clubs safeguarding policy and procedure.

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 a committee member.

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