NORTH WEST TAEKWONDO

CLUB ONLINE SAFETY AND SOCIAL MEDIA POLICY

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1. INTRODUCTION

This policy provides guidance on how NWTKD members use the internet and social media, and the procedures for doing so. It also outlines how we expect NWTKD Registered Instructors and NWTKD members, including children, young people (including their parents or guardians) to behave online.

2. AIMS

The aims of our Club Online Safety and Social Media policy are:

• To protect all children, young people and adults at risk involved in NWTKD and who make use of technology (such as mobile phones, games consoles and the internet)

• To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents

• To ensure NWTKD Clubs and NWTKD members operate in line with our values and within the law regarding how we behave online

3. UNDERSTANDING THE ONLINE WORLD

As part of using the internet and social media, NWTKD clubs and NWTKD members will:

• Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – 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 is a computer, mobile phone or game console

• When using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines

• Regularly review existing safeguarding policies and procedures to ensure that 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 organisation/club's online presence

4. MANAGING OUR ONLINE PRESENCE

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

• All social media accounts will be password-protected, and that the NWTKD Registered Club Instructor plus one other person in the club/club management team, 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 instructor

• The designated person managing the club's online presence will seek advice from their NWTKD Member Organisation's designated safeguarding lead to advise on safeguarding requirements

• A designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents 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 name or telephone number shouldn't be posted on social media platforms

• Instructors must seek permission to both take and then publish photographs for advertising from other clubs. NWTKD reserves the right to use member photographs for publishing or advertising purposes.

• Any posts or correspondence will be consistent with our aims

• We'll make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account

• Parents will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication

• Parents will need to give permission for photographs or videos of their child to be posted on social media

• All of our accounts and email addresses will be appropriate and fit for purpose

5. WHAT WE EXPECT OF NWTKD REGISTERED INSTRUCTORS

• NWTKD Registered Club Instructors should be aware of this policy and behave in accordance with it

• Club instructors should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media

• Club instructors should communicate any messages they wish to send out to children, young people, and adults at risk to the designated person responsible for the organisation's online presence

• Club instructors should not 'friend' or 'follow' children, young people, or adults at risk from personal accounts on social media

• Club instructors should make sure any content posted is accurate and appropriate, as young people and adults at risk may 'follow' them on social media

• Club instructors should not communicate with young people via personal accounts or private messages

• NWTKD Instructors must not communicate with students/parents through personal social media accounts/private messaging groups or personal email. Staff/ club instructors must only communicate by approved means of communication, such as face-to-face, in NWTKD approved email account/NWTKD approved Facebook account, or use an organisational account, profile or website. Transparency of communications must be paramount at all times. At no point should an instructor communicate with students or parents without oversight of another instructor or the association.

• At least one other member of the club should be copied into any emails sent to children, young people or adults at risk.

• Club instructors should avoid communicating with children, young people, and adults at risk via email outside of normal office hours

• Emails should be signed off in a professional manner, avoiding the use of emojis 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 others and not take or distribute pictures of other people if it could invade their privacy

• NWTKD Registered Club Instructors, club members, young people and adults at risk must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing

•Avoid taking/posting other Instructors classes/students without their explicit permission. NWTKD retains the right for use of pictures for advertising purposes.

6. WHAT WE EXPECT OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

• Children, young people, and adults at risk should be aware of this online safety policy and agree to its terms

• We expect children, young people, and adults at risk behaviour online to be consistent with the guidelines set out in our acceptable use statement

• Children, young people, and adults at risk should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

7. USING MOBILE PHONES OR OTHER DIGITAL TECHNOLOGY TO COMMUNICATE

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young people's safety:

• NWTKD Registered Club Instructors will avoid having children, young people or adults at risk's personal mobile numbers and will instead seek contact through a parent or guardian

• Club instructors will seek parental permission on each occasion they need to contact children, young people, or adults at risk 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 club's lead welfare officer or to parents

• 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 a club instructor or other adult NWTKD member in conversation, the club instructor will take the following steps:

- Suggest discussing the subject further at the next practice or event
- End the conversation or stop replies
- If concerned about the child or young person, provide contact details for the club's lead welfare officer or appropriate agencies

8. USING MOBILE PHONES DURING SPORTS ACTIVITIES

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

• Make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation

• Advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency

• Explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

9. USE OF OTHER DIGITAL DEVICES AND PROGRAMMES

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

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

• We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy

• Parents/guardians should be encouraged to set appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm as an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

10. FURTHER INFORMATION FOR CLUBS, PARENTS AND CARERS ON KEEPING CHILDREN SAFE ONLINE

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

NSPCC/ 02 Helpline 0808 800 5002 – www.o2.co.uk/help/nspcc/child-protection

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

Childnet – www.childnet.com

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

APPENDIX 1 - ACCEPTABLE USE STATEMENT FOR INTERNET AND SOCIAL MEDIA USE

…… (Insert name of club/ organisation)

Understand the importance of online communication for children and young people's development.

However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We ask that all parents/guardians spend a few minutes to read through and discuss this statement with their child/adult at risk and then sign and return this form to ……(club).

• I will be responsible for my behaviour when using the internet and social media, including the content I access and how I conduct myself.

• I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to my parent/instructor.

• I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.

• I understand that I should only use the club's official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.

• I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at the club.

• I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.

• I will not share my passwords with anyone else.

• I will not arrange to meet someone that I have met online unless accompanied by a parent/guardian.

• I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.

• I will avoid using my mobile or smartphone during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.

• I am aware that if I am experiencing bullying behaviour or abuse online, I can contact the Club Welfare Officer/Instructor ……

• I know I can contact Childline on 0800 11 11 if I have any worries about something I've seen or experienced online.

We have discussed this statement and ……..(Insert child's name) agrees to support the safe use of the internet and social media at ……..(club)

Child's Name		Parent/Guardian's Name	
Signature		Signature	
Date		Date	