



# Online safety and social media policy 2021

## Egerton Park Cricket Club



### Introduction:

This policy provide guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and children or young people who are members of our organisation, to behave online.

### Aims

The aims of our online safety policy are:

- To protect all children and young people involved with our organisation and make use of technology (Such as mobile phones, games consoles and the internet) while in our care
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure our organisation is operating in line with our values and within the law regarding how we behave online.

### Managing our 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 3 members of staff 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 children or staff.
- Account, page and event settings will be set to 'private'. So that only invited club members can see their content.
- Identifying details such as child's name, home address, school name or telephone number shouldn't be posted on social media platforms.
- Parents will need to give permission for photographs or videos of their child to be posted on social media.

### What we expect from staff

- Staff should be aware of this policy and behave in accordance with it.
- Staff should communicate to children through the designated person responsible for the child.
- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- Staff should not communicate with children via personal accounts or private message.
- Emails and messages should be signed off in a professional manner, avoiding the use of emoji's or symbols such as kisses (xx)
- 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.

### What we expect of children and young people

- Children should be aware of this online safety policy

### Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text, we'll take the following precautions to ensure young people's safety.

- Staff will not have children's personal mobile numbers and will instead seek contact through a parent or guardian
- We'll seek parental permission on each occasion we need to contact children directly
- Texts / messages will be used to communicate information – such as reminding children about upcoming events, which kit to bring or practice timings – and not to engage in conversation.
- If a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps: end the conversation, suggest discussing the subject at the next practice or event, pass the contact details to the welfare office (**Julia Orridge**) if concerned.

### 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.

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