



Whitstable Cricket Club Online Safety and Social Media Policy



Introduction

This policy provides guidance on how Whitstable Cricket Club (the club) uses the internet and social media, and the procedures for doing so. It also outlines how we expect the members, staff and volunteers who work for the club, and the children or young people who are members of our organisation, to behave online. This policy is written in conjunction with the 'Child Protection Unit in Sport' and whilst it mainly deals with the online safety of children or young, the principles, policies and procedures are applicable to all.

Aims

The aims of our online safety policy are:

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

Understanding the online world

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

- understand the safety aspects – including what is acceptable and unacceptable behaviour for club members, staff, volunteers and children or young – 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



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- when using social media platforms (including Facebook, Twitter, Instagram), ensure that club members, staff, volunteers and children or young adhere to relevant legislation and good practice guidelines. The CPSU's online safety guide is available at <https://thecpsu.org.uk/help-advice/topics/online-safety/>
- 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 the club reporting procedures
 - incorporating online bullying ('cyberbullying') in to the club anti-bullying policy
- provide training for the person responsible for managing the club online presence. The NSPCC provides an e-learning product called 'Keeping Children Safe Online' available at <https://learning.nspcc.org.uk/training/introductory/child-protection-in-sport-online-course/>

Managing our online presence

The online presence of the club through the club website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password protected, and at least 3 club members 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 the club online presence will seek advice from the Club Welfare Officer to advise on safeguarding requirements



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- a designated supervisor will remove inappropriate posts by members, explaining why, and informing the Club Welfare Officer who may inform anyone else who may be affected (as well as parents of any children or young involved)
- account, page and event settings will be set to 'private' so that only invited club members can see the online content
- identifying details such as members addresses, school names, telephone numbers should not be posted on social media platforms
- any posts or correspondence will be consistent with the clubs aims
- club members will be made aware who manages the social media accounts and who to contact if they have any concerns about the running of the account/s
- parents will be asked to give their approval for club officials to communicate with their children or young 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. The CPSU provide further guidance of the use of photography in sport here <https://thecpsu.org.uk/help-advice/topics/photography/>
- all club accounts and email addresses will be appropriate and fit for purpose

Club Expectations

- members should be aware of this policy and behave in accordance with it
- members should seek the advice of the Club Welfare Officer if they have any concerns about the use of the internet or social media



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- members should communicate any messages they wish to send out to children and young people to the designated person responsible for the organisation's online presence
- members should not 'friend' or 'follow' children or young people from personal accounts on social media
- staff should make sure content should make any content posted is accurate and appropriate
- members should not communicate with children or young people via personal accounts or private messages
- rather than communicating with parents through personal social media accounts, members should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use a club account, profile or website
- at least one other club member should be copied in to any emails sent to children or young people
- members should avoid communicating with children or young people 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 club 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
- club members and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing



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What we expect of children and young people

- children or young should be aware of this online safety policy and agree to its terms
- We expect children and young people's behaviour online to be consistent with the guidelines set out in the acceptable use statement. A copy of the club's 'Acceptable use statement for children or young people' can be found in **Annex A** and the club's 'Acceptable use statement for adults' can be found in **Annex B**
- children or young should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

Use of digital technology to communicate

When using mobile phones and other digital technologies to communicate by voice, video or text (including texting, email and instant messaging), the club will take the following precautions to ensure the safety of all club members

- members will avoid having children or young person's mobile numbers and will instead seek contact through a parent or guardian
- members will seek parental permission on each occasion there is a need to contact children or 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 or texts also being sent to the Club Welfare Officer or to parents
- texts or instant messaging will be used for communicating information only – such as reminding children or young about upcoming events, which kit to bring or practice timings - and not to engage in conversation
- if a young person misinterprets such communication and tried to engage club members in conversation, the club member will take the following steps:



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- end the conversation or stop replying
- suggest discussing the subject further at the next practice or event
- if concerned about the child or young person, provide contact details for the Club Welfare Officer or appropriate agencies

Use of mobile phones during sports activities

So that all children or young 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 or young aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the club
- inform parents of appropriate times they can contact children or young who are at practice or games
- advise parents that it may not be possible to contact children or young during activities and provide a contact within the club who will be reachable should there be an emergency
- explain to young people how using a mobile device during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

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 club:



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- we expect all members and children or young to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policies
- the club will establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm

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

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

NSPCC / O2 Helpline 08088005002
www.o2.co.uk/help/nspcc/child-protection

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

Childnet



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www.childnet.com

The UK Safer Internet Centre

www.saferinternet.org.uk

ANNEX A

Acceptable use statement for internet and social media use (under 18)



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Acceptable use statement for internet and social media use (under 18)

Whitstable Cricket Club understands 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 and then sign and return this form to Steve Wynn, Club Welfare Officer care of Whitstable Cricket Club.

- I will be responsible for my behaviour when using the internet and social media at the sports club, 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 a club member
- 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.



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- 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 member of staff or parent.
- 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 Steve Wynn, Club Welfare Officer.
- 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 Whitstable Cricket Club and associated locations and I, the undersigned, agree to support them uphold this agreement.

Parent’s* name:	Insert name
Parents signature:	
Date:	Insert date
Child’s name:	Insert name
Child’s signature:	
Date:	Insert date



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ANNEX B

Acceptable Use Policy Statements for Adults, Parents & Carers



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Acceptable Use Policy Statements for Adults, Parents & Carers

As a modern Clubmark cricket club with responsibility for the safeguarding of all members it is important that all members take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All Whitstable Cricket Club (the club) members have a responsibility to use the clubs WiFi access and social media platforms and website in a professional, lawful, and ethical manner. To ensure that club members are fully aware of their responsibilities they are asked to read and sign this Acceptable Use Policy. This is not an exhaustive list and all club members are reminded that communications, internet use and social media interactions should be consistent with the club Code of Conduct, other appropriate safeguarding policies, relevant national and local guidance and expectations, and the Law.

- I will be responsible for my behaviour when using the internet and social media at the sports club, including the content I access and how I conduct myself.
- 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 all my use of the internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by other members of the club.
- I will ensure that any content posted abides by copyright and intellectual property rights, child protection legislation, privacy and data protection law and other relevant civil and criminal legislation.



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- I will promote online safety in the use of social media platforms or club websites and will help to develop a responsible attitude to safety online and to the content that is accessed or created.
- I will uphold the values and principles outlined in the **'Acceptable use statement for internet and social media use (under 18)'**
- I will follow the club's policy regarding confidentiality and data protection/use of images. This means I will ensure that the club has written permission from parents/carers before using images or videos which include any members of the club under the age of 18 at the time of recording.

Further details on this can be found in the club's Online Safety and Social Media Policy.

- I will not disclose information, make commitments or engage in activities on behalf of the club without authorisation from the Club Chairman, Andy Bennett or the Club Welfare Officer, Steve Wynn
 - The Chairman retains the right to remove or approve content posted on behalf of the club
 - Where it is believed unauthorised and/or inappropriate use of social media platforms or club website or unacceptable or inappropriate behaviour may be taking place, the Club Chairman will exercise the right to ask for the content to be deleted or deactivated.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Steve Wynn, Club Welfare Officer.
- I will report any accidental access or receipt of inappropriate materials or inappropriate comments to the Club Welfare Officer, Steve Wynn.



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- If I have any queries or questions regarding safe and acceptable practise online, I will raise them with the Cub Welfare Officer, Steve Wynn or Club Chairman, Andy Bennett

Name:	
Signature	
Date:	