



Online safety and social media policy

Created by the NSPCC Child Protection in Sport Unit and adapted by Leicester Rowing Club.

Note:

- the terms 'child' or 'children' apply to anyone under the age of 18
- the term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child notified by the parent to the coach
- the term 'member' applies to members and volunteers

Our online safety statement

This policy provides guidance on how Leicester Rowing Club uses the internet and social media, and the procedures for doing so. It also outlines how we expect our senior members and coaches, and the children who are members Leicester Rowing club, to behave online.

As Leicester Rowing Club, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims

The aims of our online safety policy are:

- ✓ to protect all children involved with Leicester Rowing Club and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- ✓ to provide all members with policy and procedure information regarding online safety and inform them how to respond to incidents
- ✓ to ensure Leicester Rowing club is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, Leicester Rowing Club will:

- ✓ assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for members and children when using websites, social media including but not exclusively Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype
- ✓ ensure that we adhere to relevant legislation and good practice guidelines¹ when using social media or video conferencing platforms
- ✓ only use social media for club and rowing purposes on channels approved by the Committee
- ✓ Communications between coaches and members in any squad, or for any other purpose by Leicester Rowing Club, will not be done using Snapchat, nor is Snapchat allowed for junior to junior communications
- ✓ regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
- ✓ ensuring all concerns of abuse or disclosures that take place are reported to the Club Welfare Officer and to British Rowing using <https://www.britishrowing.org/reporting-a-concern/>
- ✓ incorporating online bullying ('cyberbullying') in our anti-bullying policy

Managing our online presence

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

- ✓ Social media communications will be set up and monitored by Squad Leads
- ✓ the Committee will ask the CWO to arrange to remove inappropriate posts by children or members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- ✓ we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online

- ✓ LRC account settings such as Facebook will be set to 'private' so that only invited members can see their content
- ✓ identifying details such as a child's home address, school name or telephone number will not be posted on any social media platforms
- ✓ any posts or correspondence will be consistent with our aims and tone as an organisation
- ✓ 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
- ✓ parents will need to give permission for photographs or videos of their child to be posted on social media
- ✓ 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

What we expect of our coaches and volunteers

- ✓ All members should be aware of this policy and behave in accordance with it
- ✓ Members should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- ✓ Coaches, session leaders and senior members should not communicate with children via personal accounts
- ✓ Senior Members, coaches and session leaders should not 'friend' or 'follow' children from personal accounts on social media
- ✓ rather than communicating with parents through personal social media accounts, coaches and session leaders should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an LRC account or website
- ✓ emails or messages should maintain the organisations tone and be written in a professional manner,
- ✓ e.g. in the same way you would communicate with fellow professionals, 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, according to our reporting procedures
- ✓ at least one parent must be present during the delivery of any activities via video conferencing platforms at home
- ✓ members and children must not engage in 'sexting' or send pictures to anyone that are obscene

What we expect of children

- ✓ children should be aware of this online safety policy and agree to its terms
- ✓ we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement
- ✓ children should follow the guidelines set out in our acceptable use statement⁵ on all digital devices, including smart phones, tablets and consoles

What we expect of parents

- ✓ 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 parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and spectators

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 such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- ✓ coaches and session leads will avoid having children's personal mobile numbers and will instead seek contact through a parent
- ✓ we'll seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon

- ✓ smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- ✓ texts, emails or messages 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 child misinterprets such communication and tries to engage a coach or session leader in conversation, the coach or session leader will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the LRC CWO in the interest of transparency
 - if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures

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. Coaches and session leaders will advise children of a safe place to leave their mobile phone or other devices when out on the water or doing an indoor session. 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
- ✓ inform parents of appropriate times they can contact children 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 children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- ✓ explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Further information for parents about keeping children safe online

NSPCC

The NSPCC's guidance for parents on online safety

nspcc.org.uk/keeping-children-safe/online-safety

Child Exploitation and Online Protection Centre (CEOP)

Child Exploitation and Online Protection Demand's website

ceop.police.uk

The UK Safer Internet Centre

Safer Internet Centre's advice for parents and children

saferinternet.org.uk

Important contacts

Contacts for parents, children and staff in relation to this policy and online safety

OUR DESIGNATED SAFEGUARDING TEAM

CLUB WELFARE OFFICER KIM CLARK

TEAM MEMBERS

BARBARA BOGUSZ, STEVE BOWYER, MICHELLE DEMPSEY

Email: welfare@leicester-rowing.co.uk

Signature of parent:

Print name:

Date:

Further information

NSPCC Child Protection in Sport Unit (CPSU)

Information and resources related to this topic are available at:

thecpsu.org.uk/help-advice/topics/online-safety

British Rowing

<https://www.britishrowing.org/wp-content/uploads/2021/09/Online-Safety-2020-October-Clean-2021.pdf>