

Online safety and social media policy

This policy provides guidance on how the Great Britain Savate Federation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff, coaches and volunteers who work for us or donate time to use social media, and the children and young people who are members of the Great Britain Savate Federation to behave online.

Aims

The aims of our online safety policy are:

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

The online world

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

1. Understand the safety aspects - including what is acceptable and unacceptable behaviour for staff, volunteers and helpers, and children when using websites, social media, apps and other forms of digital communication.
2. Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspect applies be it computer, mobile phone or game console.
3. When using social media platforms we ensure that we adhere to relevant legislation and good practice.
4. Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated.
5. Provide training for the person responsible for managing our organisations online presence.

Managing our online presence

- Our social media accounts will be adequately password protected.
- Our main facebook page will have at least two admins, who will post relevant content under the page name, Great Britain Savate Federation (GBSF).
- Our private group page will be monitored by at least two admins, and the group set to private so that only invited members may see the page content.
- Identifying details such as a child's home address, school name or telephone number should not be posted online.
- Any posts or correspondence will be consistent with our aims, and will not contain any offensive, derogatory or malicious posts and will be consistent with equality and diversity.
- We will make sure any children and young people are aware of who manages our social media accounts and who to contact if they have any concerns of the running of the account.
- Parents will be asked to give their approval for us to communicate with their children through our official social media accounts.
- Parents will be required to give consent for photographs or videos of their child to be posted on any of our official social media channels.

What we expect of our staff, volunteers or affiliates of Great Britain Savate Federation

- To be aware of this policy and behave in accordance with it.
- To seek the advice of the designated safeguarding lead (Andrew Usher) if they have any concerns about the use of the internet or social media.
- Any communication to be sent our to children or young people is passed to the designated person responsible for online communication .
- Staff (coaching, assistant coaches) , volunteers, will not friend or follow children or junior members from their personal accounts, nor will they accept friends requests from them.
- Staff (coaching, assistant coaches), volunteers, will make sure any content posted is accurate and appropriate, as young people may follow them on social media.
- Staff (coaching, assistant coaches), volunteers, will not communicate with young people or junior members via personal accounts or private messages.
- Rather than communicating with parents through social media it is advisable to use more formal means of communication, such as face to face.
- At least one other member of Staff (coaching, assistant coaches) , volunteers should be copied into any emails sent to children or junior members.
- Any communication with children or junior members should be within office hours and NOT outside of normal hours.
- All communication will be conducted in a professional manner, avoiding the use of emoji or symbols such as kisses (X's)
- Any disclosure of abuse reports through social media should be dealt with in the same way as a face to face disclosure, in accordance to reporting procedures.
- Staff (coaching, assistant coaches), volunteers must not engage in sexting, or sending images that are deemed obscene, indecent or menacing.

Using mobiles or other forms of digital communication

When using mobile phones or other devices to communicate by voice, text or video we expect for Staff (coaching, assistant coaches), volunteers to take the following precautions.

- Staff will avoid having children or junior members personal mobile numbers and will instead seek to contact through a parent or guardian. Exception to this would be in the case of trips or visits where contact may be required for health and safety. However after the event numbers will be removed from devices.
- Parental consent will be required on occasions we do need to contact individual children.
- A method of accountability will be arranged, such as copies of text sent to the welfare officer (Andrew Usher).
- Any texts sent will be for communicating information such as class closures, events, kit or training timings, and NOT to engage in communication.
- If a young persons misinterprets such communication and tries to engage in a conversation the following steps will be taken
 - End the conversation or stop replying
 - Suggest discussing at the gym, or next training session.
 - If concerned about the child or junior member, provide contact details for the lead welfare officer (Andrew Usher) or appropriate other agencies or Police.

The Great Britain Savate Federation is committed to implementing this policy and addressing any concerns quickly and within these guidelines.