Gloucestershire County Cricket Club Online Safety and Social Media Policy

Managing our online presence:

Our website and 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 designated person managing online presence will seek advice from Safeguarding Lead on any specific requirements.
- The designated person will remove/report any inappropriate posts, links or comments.
- Identifying details such as children's addresses, schools or telephone numbers will not be posted on any social media platform.
- Any posts of correspondents will be consistent with aims, club ethos and codes of conduct.
- Ensure children and adults are aware of who runs social media accounts and who to contact if they have any concerns about online content or cyber bullying.
- Parents/carers will be asked for consent to communicate with children via social media
- Parents/carers will be asked for consent to share images of children/vulnerable adults (if they are unable to consent themselves.
- All account handles, email addresses etc will be appropriate and fit for purpose.

We expect all staff and volunteers to:

- Be aware of and adhere to this policy.
- Seek advice from the Safeguarding Lead if they have any concerns about the use of social media platforms.
- Should not friend or follow any children, young people or vulnerable adults from their personal accounts on social media.
- Should not communicate with children via personal accounts or private messages.
- Ensure that all posted content is accurate and appropriate, bearing in mind that children may be following club accounts.
- Chose to communicate with parents/carers through formal means such as face to face, email or use and organisational account, profile or website.
- Copy in at least one other staff member to emails sent to children or young people.
- Where possible avoid communicating with children or young people via email outside of normal office hours.

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- Emails should be signed off in a professional manner, avoiding use of emojis or symbols (eg x)
- Any reports of abuse or poor practice reported via social media should be treated in the same way as face to face disclosure, following reporting policy.
- Avoid taking or distributing photographs on smart phones if this could constitute an invasion of their privacy.
- Must not engage in 'Sexting' or sending pictures/content to anyone that are obsecene, indecent or menacing.

Use of mobile phones and other digital technologies to communicate:

When using mobile phones (or other devices) to communicate by voice, text or video (including texting, emails and instant messages) We will do the following to ensure children, young people and vulnerable adults are kept safe:

- Staff will not have children or young people's personal telephone number. They will communicate via parents/carers.
- If direct contact with child is required, seek consent from parents/carers first.
- Copies of emails/texts sent should be shared with at least 1 other staff member.
- Direct messages will only be used to communicate information such as details of upcoming events, kit to bring and practice times. This should not be used to engage in conversation.
- Should a young person attempt to engage in conversation with a staff member they should take the following steps:
    - Suggest discussing the subject at the next practice/session
    - End the conversation and stop replying
    - If conversation leads to concerns for that child or young person, contact Safeguarding Lead.

Using mobile phones during events:

To ensure that all children, young people and vulnerable adults can enjoy and actively participate in sport we discourage the use of mobile phones. As part of this policy we will:

- Make children, parents/carers aware who to contact if there is an emergency or change to previously agreed arrangements.
- Inform parents/carers of appropriate times when they can contact children who are away on trips, camps or tours.
- Provide parents/carers with emergency contacts within the club who will be available during matches/activities.
- Ensure that mobile phones are not permitted in any of the changing or toilet areas.