



## **ONLINE SAFETY AND SOCIAL MEDIA POLICY**

### **INTRODUCTION**

This policy provides guidance on how Faversham Community Gymnastics and Activity Centre (FCGAC) 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 the 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 in FCGAC and who use technology (such as mobile phones 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 FCGAC 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 FCGAC will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – 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 or mobile phone.
- When using social media platforms, (including Facebook, Twitter and Instagram) ensure that we adhere to relevant legislation and the British Gymnastics Social Networking Guidelines. (\*)
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including;
  - Making sure concerns of abuse or disclosure that take place online are written into our reporting procedures incorporating online bullying (cyber bullying).
- Provide training for the person responsible for managing FCGAC's online presence.

## **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 three members of staff will have access to each account and password.
- The accounts will be monitored by a designated person who has been appointed by the Trustees.
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements. The designated person will remove any inappropriate posts by children or adults, explaining why and informing anyone who may be affected (as well as the parents of any children involved).
- Any identifying details such as a child's home address, school name, or telephone number will not be posted on the social media platforms.
- Any posts or correspondence will be consistent with our aims.
- Parents need to give permission for photographs or videos of their child to be posted on social media.
- All our accounts and email addresses will be appropriate and fit for purpose.

## **WHAT WE EXPECT OF STAFF AND VOLUNTEERS**

- Staff should be aware of this policy and behave in accordance with it.
- Staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media.
- Staff should not 'friend' or 'follow' children or young people from personal accounts on social media.
- Staff should not communicate with children or young people via personal accounts or private messages.
- Rather than communicating with parents through personal social media accounts staff should choose a more formal means of communication such as face to face, in a letter or by email using the FCGAC account, profile or website.
- Emails should be signed off in a professional manner avoiding the use of emojis 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.

## **USING MOBILE PHONES DURING GYM CLASSES**

So that all children can enjoy and actively take part in the activities, we discourage the use of mobile phones during classes. As part of this policy we will;

- Explain to young people how using mobile phones during activities has an impact on their awareness of their environment and their level of participation and achievement.
- Advise parents that it is not possible to contact children or young people during classes and provide a contact number for the club should there be an emergency.

## **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) we will take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will seek contact through a parent or guardian.
- When using online Zoom sessions a specific link will be sent by email to the parent or guardian of each participant.
- There will always be two coaches during these sessions so at no point will there be any one to one with youngsters.
- Zoom sessions will have a waiting room and each participant will be allowed in at the start of the session.
- Sessions will be locked when they have started so that there can be no unauthorised participants.

(\*) <https://www.british-gymnastics.org/documents/departments/membership/ethics-and-welfare/welfare-officer-support/3466-bg-good-practice-guidelines-on-the-use-of-social-networking-sites/file>

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## **Further information for parents and carers on keeping children safe online**

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

NSPCC/O2 Helpline 0808 800 5002 – [www.o2.co.uk/help/nspcc/child-protection](http://www.o2.co.uk/help/nspcc/child-protection)

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NSPCC/O2 Zoom Awareness - [www.net-aware.org.uk/networks/zoom](http://www.net-aware.org.uk/networks/zoom)

Child Exploitation and Online Protection Centre (CEOP) – [www.ceop.police.uk](http://www.ceop.police.uk)

Childnet – [www.childnet.com](http://www.childnet.com)

The UK Safer Internet Centre – [www.saferinternet.org.uk](http://www.saferinternet.org.uk)