

Havant Hockey Club Social Media Policy

Introduction

Havant Hockey Club understands the importance of online communication for children and young people's development as it offers opportunities to effectively engage with a wide range of audiences. This policy provides guidance on how Havant Hockey Club 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 the Club, to behave online.

Aims

The aims of our online safety policy are:

- To protect all children, young people and vulnerable adults involved with Havant Hockey Club and who make use of technology (eg mobile phones, games consoles and the internet) while in their care;
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents;
- To ensure Havant Hockey Club is operating in line with our values and within the law regarding how we behave online.

As part of using the internet and social media, Havant Hockey Club aim to:

- Understand the safety aspects of using websites, social media, apps and other forms of digital communication and ensuring the differentiation of acceptable and unacceptable behaviour for staff and children is understood.
- Be aware that the same safety aspects apply regardless of what electronic device is used.
- Ensure that the relevant legislation and good practice guidelines are adhered to when social media platforms are used.
- Regularly review existing safeguarding policies and procedure to ensure that safeguarding issues are fully integrated including the recording of concerns of abuse and disclosure that take place online and incorporating 'cyberbullying' into the anti-bullying policy.
- Provide training for the person with responsibility for managing the organisation's online presence.

Online Presence Management

Havant Hockey Club 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 account will be monitored by a designated person known as **The Social Media Manager**, who will be appointed by the club committee;
- The **Social Media Manager** will seek advice from the Safeguarding Officer to advise on safeguarding requirement;
- The **Social Media Manager** will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected together with the parents of any children involved;

- All accounts, pages and event settings will be set to 'private' so that only invited members can see their content;
- No identifying details of a child, young person or vulnerable adult should be displayed online without permission.
- Users of social media platforms will be made aware of who manages the social media accounts and who to contact if they have any concerns about the running of the account.
- Parents will be asked to give their approval for Havant Hockey Club to communicate with their children through Social Media or by any other means of communication
- All Social Media accounts and email addresses will be appropriate and fit for purpose.

What Havant Hockey Club expect of its staff and volunteers?

Staff and volunteers:

- should be aware of this policy and behave in accordance with it
- should seek the advice of the Safeguarding Officer if they have any concerns about the use of the internet or social media;
- should communicate any messages they wish to send out children and young people to the **Social Media Manager** or their designated agent.
- should not 'friend' or 'follow' children, young people or vulnerable adults from personal accounts on social media.
- should make sure any content posted is accurate and appropriate as young people may 'follow' them on social media.
- should not communicate with young people or vulnerable adults via personal accounts or private messages
- Should communicate with parents through a more formal means of communication, such as face-to-face, in an email or in writing or use an organisational account, profile or website;
- Should ensure at least one other member of staff should be copied into any emails sent to children or vulnerable adults;
- Should ensure their emails are signed off in a professional manner, avoiding the use of emojis or symbols.;
- Should respect the private lives of others when using a smart phone and not take or distribute pictures of young people or vulnerable adults if it could invade their privacy;
- Should not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.

What Havant Hockey Club expects of children, young people and vulnerable adults.

- children, young people and vulnerable adults should be aware of this online safety policy and agree to its terms;
- The online behaviour of children, young people and vulnerable adults should be consistent with the guidelines set out in in this policy.;
- The guidelines regarding all digital devices, including smart phones, tables and consoles should be followed.

The use of mobiles phones of other digital technology to communicate

The following precautions will be used when Havant Hockey Club or its agents communicate by voice, video or text in order to ensure young people's and vulnerable adult's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian;
- Parental permission will be sought on each occasion Havant Hockey Club need to contact children or young people directly with the purpose for each contact clearly identified and agreed upon;
- Copies of all texts or digital communication will be sent to the club's Safeguarding Officer or to parents;
- Texts will be restricted to communicating information such as reminding children, young people or vulnerable adults about upcoming events, training or practical matters and not for engaging in conversation
- If a young person misinterprets such communication and attempts to engage a staff member or volunteer in conversation, the following steps should be taken:
 - End the conversation or stop replying;
 - Suggest discussing the subject further at the next practice or event
 - The Safeguarding Officer should be advised of any concerns about the child, young person or vulnerable adult.

Using mobile phones during Sports Activities

Havant Hockey Club discourages the use of mobile phones during sports activities so that all children can enjoy and take part in them. As part of this policy we will:

- Ensure that children are 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 young people how using mobile phones 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 of this policy apply not matter which Current or future technology is used, including computers, laptops, tablets, web-enabled games consoles and smart TV's - and whether an app, programme or website used.

If any digital devices are used as part of activities within the organisation;

- Havant Hockey Club expect everybody to adhere to the guidelines surrounding online use and behaviour
- Havant Hockey Club will establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm.

Havant Hockey Club commit to implementing this policy and addressing any concerns quickly and within these guidelines.