



ESTABLISHED 1929

MEMORIAL GROUND  
STAMFORD ROAD, WEST BRIDGFORD  
NOTTINGHAM NG2 6GF

## Online Safety and Social Media Policy

### Introduction

This policy provides guidance on how West Bridgfordians Cricket Club uses the Internet and social media and the procedures for doing so. It also outlines what we expect the staff and volunteers who work for us, and the children or young people who are members of our club, to behave online.

(Staff / Volunteers are defined as people who are in positions of trust – junior co-ordinator, child safeguarding officers, committee members, captains, vice captains, coaches, assistant coaches, match day managers)

### Aims

The aims of our online safety policy are:

- 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
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- To ensure our organisation 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, our organisation will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff, volunteers 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, mobile phone or game console
- When using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines
- Regularly review existing safeguarding policies and procedure to ensure that online safeguarding issues are fully integrated, including:

Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures

Incorporating online bullying ('cyberbullying') in our anti-bullying policy

- Provide training for the person responsible for managing our organisation'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 3 members of staff / volunteers will have access to each account and password
- The accounts will be monitored by a designated person, who will have been appointed by the club committee
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- A designated supervisor will remove inappropriate posts by children, staff or volunteers, explaining why and informing anyone who may be affected (as well as the parents of any children involved)
- Identifying details such as a child's home address, school name telephone number and date of birth WILL NOT be posted on social media platforms
- Any posts or correspondence will be consistent with our aims
- We'll make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- Parents will need to give permission for photographs or videos of their child to be posted on social media
- All of our accounts and email addresses will be appropriate and fit for purpose

## **What we expect of staff and volunteers**

- Staff / volunteers should be aware of this policy and behave in accordance with it
- Staff / volunteers should seek advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- Staff / volunteers should NOT 'friend' or follow children or young people (U18s) from personal accounts on social media
- Staff / volunteers should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
- Staff / volunteers should not communicate with children and young people via personal accounts or private messages
- Rather than communicating with parents through social media accounts, staff / volunteers should choose 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
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' ('X's')
- Any disclosures of abuse reported through social media should be dealt with in the same way as face-to-face disclosures, according to our reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- Staff / volunteers and young children MUST NOT engage in 'sexting' or send pictures to anyone that are obscene or menacing

## **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'll take the following precautions to ensure young people's safety:

- Staff / volunteers will NOT ask for children's or young people's personal mobile numbers, email addresses or social media account details and will instead seek contact through a parent or guardian
- We will seek parental permission on each occasion we need to contact young people directly. This will only be in the case of organising training courses and DBSs for young volunteers aged 16 – 18. The purpose of the contact will be clearly identified and agreed upon. In all instances the parent or guardian of the child will be copied into all the communications
- If a young person does start to communicate with a member of staff / volunteer, they should take the following steps
- End the conversation and stop replying
- If there is a concern or a disclosure has been made, then contact the club's lead safeguarding officer or appropriate agencies

**Club Chairman & Child  
Safeguarding Officer**  
Stuart Clark  
07970 452264  
stuart@westbridgfordianscc.co.uk

**Club Secretary**  
Craig James  
07747 013269  
craig@westbridgfordianscc.co.uk

**Junior Co-ordinator, Child & Club  
Safeguarding Officer**  
Cate Hayes  
07930 141319  
cate@westbridgfordianscc.co.uk