

RBI Wales Online Safety and Social Media Policy

Introduction

This Policy provides guidance on how RBI Wales 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 RBI Wales, to behave online.

Aims

The aims of our online safety policy are:

- To protect all children and young people involved with RBI Wales 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 a policy and procedure information regarding online safety and inform them on 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, RBI Wales 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 does not matter what device is being used for digital interaction, but that the same safety aspects apply whether it is any digital device, mobile phone, or game console.
- When using social media platforms (including Facebook, Twitter, Instagram, Snapchat and TikTok), ensure that we adhere to relevant legislation and good practice guidelines.
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - I) Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - II) Incorporating online bullying ('Cyberbullying') in our anti-bullying policy
- Provide training for the individuals responsible for managing RBI Wales' 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 will have access to each account and password
- The account will be monitored by a designated person, who will have been appointed specifically by RBI Wales, for the role.
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advice on safeguarding requirements.
- A designated supervisor will remove inappropriate posts by children or staff, explaining why, an informing anyone who may be affected (as well as the parents of any children involved).
- Where possible accounts and events where club member information may be visible will be set to private. For the main RBI Wales accounts on Twitter, Facebook, and Instagram these will be public, however monitored by the person responsible for our social media, and any information that should not be public will be removed promptly.
- Identifying details such as personal home addresses, school names or private contact numbers should not be posted on social media platforms.
- Any posts and correspondence will be consistent with our aims.
- RBI Wales will 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 be asked to give their approval for us to communicate with their children through social media, or by other means of digital communication.
- All RBI members and parents will need to consent for photographs or videos to be taken, this permission will permit photos to be shared on various social media platforms.
- All our accounts and email addresses will be appropriate to RBI Wales.

What to expect of our staff and volunteers

- All RBI Wales staff members will be aware of this policy and behave in accordance.
- All RBI Wales staff members should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media.
- RBI Wales will communicate directly with parents if they wish to discuss personal information regarding the child. Only general club information will be communicated through social media platforms.
- RBI Wales recommends that all staff members put their personal accounts on private and do not accept 'friend' or 'follow' requests from RBI Wales participants, and should not communicate through private messaging, communicating only through RBI Wales accounts.
- Rather than communicating with parents through social media, where possible, staff should choose a more formal means of communication, such as face-to-face, an email or in writing in line with RBI Wales Code of Conduct.
- If digital communication is made directly with a child or young person, then a second member of staff should also be added to the email or conversation.
- RBI staff should avoid communication with children or young people via digital communication outside of normal office hours.
- Digital communications should be signed off in a professional manner avoiding symbols such as kisses and X's.

- Any disclosure of abuse reported through social media should be dealt with in the same way as face-to-face disclosure, in accordance with our safeguarding reporting procedures.
- Smartphone users should respect the private lives of others and not take on distribute pictures of other people if it could invade their privacy.
- Staff and young people relations are not permitted and must not engage in 'sexting' or send pictures to anyone that are obscene, indecent, or menacing.

What we expect of children and young people

- Children should be aware of this online safety policy and agree to its terms
- We expect children and young people's behaviour online to be consistent with our acceptable use statement. Children and young people should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets, and consoles.

Using mobile phones or other digital technology to communicate

When using mobile phones (or other digital 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 will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian.
- RBI Wales will seek parental permission on each occasion we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon.
- A method of accountability will be arranged, such as copies of texts also being sent to RBI Wales Head Coach.
- Staff should avoid using their personal number to contact parents or young people. Communication through face-to-face or RBI Wales digital platforms is advised.
- Text messages may be sent to parents or young people to communicate information – such as reminding of events, kit and equipment needs or practice times and changes – not to engage in conversation.
- If a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - I) End the conversation or stop replying
 - II) Suggest discussing the subject further at the next practice or event
 - III) If concerned about the child or young person, provide contact details for the safeguarding lead or appropriate agencies.

Using mobile phones during sports activities

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

- Make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with RBI Wales.
- Inform parents of appropriate times they can contact children and young people who are away at camps or away trips and discourage them from attempting contact within active times.
- Advise parents that it may not be possible to contact children during activities and provide a contact of the Head Coach for the session the child is attending, should there be an emergency.
- Explain to young people how using mobile phones during activities has an impact on their safety awareness of their environment, and their level of participation and achievement.

Use of other digital devices and programmes

The principles in this policy apply no 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 is used.

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

- i) We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use statement.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

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

Child Exploitation and Online Protection Centre (CEOP) - www.ceop.police.uk

Childnet - www.childnet.com

The UK Safer Internet Centre - www.saferinternet.org.uk



NSPCC

The logo for RBI Wales, featuring a stylized black silhouette of a person with arms raised above the text 'RBI' in black and 'WALES' in red below it.

Statement of acceptable use of internet and social media

RBI Wales understands the importance of online communication for children's and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We ask that all parents / carers spend a few minutes to read through and discuss this statement with their child and then sign and return this form to Holly (Head Coach).

***Agreement of child / young person**

1. I will be responsible for my behaviour when using my phone at the sports club, including the content I access and how I conduct myself.
2. I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
3. I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
4. I understand that I should only use the club's (or organisation's) official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
5. I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at the club.
6. I will not give out any of my personal information (such as name, age, address or telephone number) online, or that of anyone else.
7. I will not share my passwords with anyone else.
8. I will not arrange to meet someone that I have met online unless accompanied by a member of staff or parent.
9. I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.

Continued...

Agreement of child / young person (continued)

10. I will avoid using my mobile phone during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
11. I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Coach Holly.
12. I know I can contact Childline on **0800 11 11** or at childline.org.uk if I have any worries about something I've seen or experienced online.

Declaration – parent / carer

We have discussed this statement and _____ *(print child's name)*
 agrees to support the safe use of the internet and social media at RBI Wales.

Signature	✕
Print name	
Today's date	

Declaration – child / young person

Signature	✕
Print name	
Today's date	

Photography and filming consent form

In accordance with our child protection policy, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer. (If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

RBI Wales will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Name of child		Age	
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Declaration of consent – child aged 16 or over

Please tick each box (or strike out what you do not consent to), then sign this form.

- I give permission for my photograph to be used within the club for display purposes.
- I give permission for my photograph to be used within other printed publications.
- I give permission for my photograph to be used on the club's website.
- I give permission for my photograph to be used on the club's social media pages.
- I give permission for video of me to be used on the club's website.
- I give permission for video of me to be used on the club's social media pages.
- I give permission for video of me to be used for training or analysis purposes.

Signature ✖	Today's date	
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Declaration of consent – parent / carer of child under 16

Please tick each box (or strike out what you do not consent to), then sign this form.

- I give permission for my child's photograph to be used within the club for display purposes.
- I give permission for my child's photograph to be used within other printed publications.
- I give permission for my child's photograph to be used on the club's website.
- I give permission for my child's photograph to be used on the club's social media pages.
- I give permission for video of my child to be used on the club's website.
- I give permission for video of my child to be used on the club's social media pages.
- I give permission for video of my child to be used for training or analysis purposes.
- I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.

Signature ✖	Today's date	
Print name		