

Online Safety and Social Media Policy

(version controlled)

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V1.1	Iain Clyde	December 2018	Initial issue
V2.0	Grainne Duffy	February 2022	Review

Purpose:

To layout the safeguarding Framework for Darlington Triathlon Club:

Introduction

Aims

Scope of the Policy

Understanding the online world

Using Social Media Sites in our name.

Managing our presence online

Club Members' Responsibilities

This document has been produced in conjunction with British Triathlon Safeguarding Policy(ies). Where any conflict or incongruity exists between this and the Safeguarding Policy, the latter takes precedent.

INTRODUCTION

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Instagram; video-sharing sites such as YouTube) are a common means of communication and self-expression.

It's essential that all members make informed decisions about how they use the club's online presence, internet, mobile phone and email communications to protect our club and our members.

This policy provides guidance on how Darlington Triathlon uses the internet and social media, and the procedures for doing so. It also outlines how we expect all our members in both the Junior¹ and Adult sections to behave online.

This policy also forms part of the Club's Safeguarding framework.

AIMS

The aims of our online safety policy are:

- to protect all junior members who make use of technology while in our care.
- to provide club volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- to ensure our members operate in line with our values and within the law regarding our online presence.

SCOPE OF THE POLICY

This policy covers all members of Darlington Triathlon Club including all elected members of the club Committee and all coaching staff. All members are expected to comply with this policy at all times to protect the interests of our club.

Breach of this policy may be dealt with under the terms set out in our Club Constitution and Complaints Policy, and in serious cases, may be lead to dismissal from the club.

All members are responsible for their own compliance with this policy and for ensuring that it is consistently applied. All members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Committee.

Questions regarding the content or application of this policy should be directed to the Club Communications Officer (Webmaster).

¹ In this we also include the parents of Junior Members to help the club.

UNDERSTANDING THE ONLINE WORLD

As part of using the internet and social media, Darlington Triathlon Club will:

- understand the safety aspects – including what is acceptable and unacceptable behaviour of all members – when using websites, social media apps and other forms of digital communications.
- 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 ensure that we adhere to relevant legislation and good practice guideline, especially where juniors are involved.
- regularly review existing safeguarding policies and procedures 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') into our safeguarding policy.
- Provide training for the person responsible for managing our online presence.

USING SOCIAL MEDIA SITES IN OUR NAME

Only members are permitted to post material on a social media website in our name and on our behalf. Any breach of this restriction should be reported to the Administrator.

Using club related social media

We recognise the importance of the internet in shaping public thinking about our club and its members.

We also recognise the importance of our members joining in and helping shape conversation and direction through interaction in social media.

Applications to join the club's own social media shall be made to the site administrator (s)

The club reserves the right to refuse entry to the club's own social media pages. It may at any time refuse rights to those members who are not paid members of the club.

Rules for use of the club's own social media:

These rules will apply to:

- Any person posting on the Club's own social media sites;
- Any person posting on any social media site in the name of, on behalf of, or as a stated member of Darlington Triathlon Club.
- Any person posting on any social media site any pictures of authors wearing Club kit or uploading any images containing Club kit).

Whenever you use the club's own social media in accordance with this policy, you must adhere to the following general rules:

- Do not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- Any member who feels that they have been harassed or bullied or are offended by material posted or uploaded by another member on a social media website should inform the Committee.
- Do not upload, post or forward any content belonging to a third party unless there is no reasonable doubt that it is appropriate to club activity. If in any doubt, consult the Committee before proceeding.
- Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it. All links must be done so that it is clear to the user that they have moved to the third party's website.
- When making use of any social media platform, you must read and comply with its terms of use.
- Do not post, upload, forward or post a link to chain mail, junk mail or gossip.
- Be honest and open but be mindful of the impact your contribution might make to people's perceptions of us as a club. If you make a mistake in a contribution, be prompt in admitting and correcting it.
- You are personally responsible for content you publish into social media tools – be aware that what you publish will be public for many years.
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations. Never contribute to a discussion if you are angry or upset, return to it later when you can contribute in a calm and rational manner.
- If you feel even slightly uneasy about something you are about to publish, then you shouldn't do it. If in any doubt, consult the Committee before proceeding.
- Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
- Before your first contribution on any social media site, observe the activity on the site for a while before launching in yourself to get a feel for the style of contributions, the nature of the content and any 'unwritten' rules that other contributors might follow.
- If you notice any content posted on social media about us (whether complementary or critical) please report it to the Committee.

Monitoring use of social media websites

Members should be aware that any use of social media websites may be monitored and, where breaches of this policy are found, action may be taken under our Club Constitution and Complaints Policy

Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us. It may also cause embarrassment to us and to our members.

In particular uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will amount to gross misconduct (this list is not exhaustive):

- pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- false and defamatory statement about any person or organisation;

- material, which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to us, our clients or our staff;
- confidential information about us or any of our staff or clients (which you do not have express authority to disseminate);
- any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us); or
- material in breach of copyright or other intellectual property rights, or which invades the privacy of any person. Any such action will be addressed under the [refer to your Disciplinary Procedure] and is likely to result in summary dismissal.

Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Club Constitution and Complaints Policy. If necessary, such information may be handed to the police in connection with a criminal investigation.

If you notice any use of social media by other members in breach of this policy, please report it to the Administrator.

MANAGING OUR ONLINE PRESENCE

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media will be password protected, and at least 3 committee members will have access to each account and password (Administrators).
- The account will be monitored by a designated person, the communications officer (Webmaster).
- The designated moderator (Webmaster) will remove inappropriate posts by members. Where these involve junior members, the parents will also be informed.
- Identifying details of junior members should not be posted online; such as personal sensitive data.
- Parents in their annual permission form will be asked to give their permission for us to publish photographs of their children online.

Darlington Triathlon Club commit to implementing this policy and addressing any concerns quickly and within these guidelines.

CLUB MEMBERS' RESPONSIBILITIES

It is the responsibility of all members to:-

1. Refrain from publishing comments about other clubs, athletes, coaches or officials and any controversial or potentially inflammatory subjects.

2. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.

3. Clubs should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.