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Gloucestershire County Cricket Club Online Safety and Social Media Policy

Managing our online presence:

Our website and 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 designated person managing online presence will seek advice from Safeguarding Lead on any specific requirements.
* The designated person will remove/report any inappropriate posts, links or comments.
* Identifying details such as children’s addresses, schools or telephone numbers will not be posted on any social media platform.
* Any posts of correspondents will be consistent with aims, club ethos and codes of conduct.
* Ensure children and adults are aware of who runs social media accounts and who to contact if they have any concerns about online content or cyber bullying.
* Parents/carers will be asked for consent to communicate with children via social media
* Parents/carers will be asked for consent to share images of children/vulnerable adults (if they are unable to consent themselves.
* All account handles, email addresses etc will be appropriate and fit for purpose.

We expect all staff and volunteers to:

* Be aware of and adhere to this policy.
* Seek advice from the Safeguarding Lead if they have any concerns about the use of social media platforms.
* Should not friend or follow any children, young people or vulnerable adults from their personal accounts on social media.
* Should not communicate with children via personal accounts or private messages.
* Ensure that all posted content is accurate and appropriate, bearing in mind that children may be following club accounts.
* Chose to communicate with parents/carers through formal means such as face to face, email or use and organisational account, profile or website.
* Copy in at least one other staff member to emails sent to children or young people.
* Where possible avoid communicating with children or young people via email outside of normal office hours.
* Emails should be signed off in a professional manner, avoiding use of emojis or symbols (eg x)
* Any reports of abuse or poor practice reported via social media should be treated in the same way as face to face disclosure, following reporting policy.
* Avoid taking or distributing photographs on smart phones if this could constitute an invasion of their privacy.
* Must not engage in ‘Sexting’ or sending pictures/content to anyone that are obsecene, indecent or menacing.

Use of mobile phones and other digital technologies to communicate:

When using mobile phones (or other devices) to communicate by voice, text or video ( including texting, emails and instant messages) We will do the following to ensure children, young people and vulnerable adults are kept safe:

* Staff will not have children or young people’s personal telephone number. They will communicate via parents/carers.
* If direct contact with child is required, seek consent from parents/carers first.
* Copies of emails/texts sent should be shared with at least 1 other staff member.
* Direct messages will only be used to communicate information such as details of upcoming events, kit to bring and practice times. This should not be used to engage in conversation.
* Should a young person attempt to engage in conversation with a staff member they should take the following steps:
* Suggest discussing the subject at the next practice/session
* End the conversation and stop replying
* If conversation leads to concerns for that child or young person, contact Safeguarding Lead.

Using mobile phones during events:

To ensure that all children, young people and vulnerable adults can enjoy and actively participate in sport we discourage the use of mobile phones. As part of this policy we will:

* Make children, parents/carers aware who to contact if there is an emergency or change to previously agreed arrangements.
* Inform parents/carers of appropriate times when they can contact children who are away on trips, camps or tours.
* Provide parents/carers with emergency contacts within the club who will be available during matches/activities.