



ONLINE SAFETY AND SOCIAL MEDIA POLICY

CONTENTS

Our online safety statement	2
Policy Aims	2
Understanding the online world	2
Managing our online presence	2
What we expect of children	3
What we expect of parents.....	3
What we expect of our staff (including Coaches and other volunteers)	4
Using mobile phones or other digital technology to communicate	4
Using mobile phones during Aikido sessions	5
Appendix 1	6
Sample statement for Club Use	6
Change Log.....	8

OUR ONLINE SAFETY STATEMENT

This policy provides guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff who work for us, and the children who are members of Aikido Alliance clubs, to behave online.

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

We will

- signpost training for the staff responsible for managing their club's online presence
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are addressed

POLICY AIMS

The aims of the Aikido Alliance's online safety policy are:

- to protect all children 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 coaches, volunteers and other staff 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, the Aikido Alliance will:

- Provide guidance to clubs so that they can assess and manage (where necessary) the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, social media including Facebook, TikTok, Instagram, X or Snapchat, apps and video conferencing platforms including Zoom, Teams or Skype
- Ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms

MANAGING OUR ONLINE PRESENCE

In the event that Aikido Alliance (or any of its Clubs with under 18s in membership) facilitates social media accounts for the use of under 18s, the following will apply

- all social media accounts will be password-protected, and at least 2 members of staff¹ will have access to each account and password
- the account will be monitored by at least two designated members of staff in order to provide transparency, who will have been appointed by the organisations committee
- the designated staff managing our online presence will seek advice from their Association Safeguarding Office (or the Lead Safeguarding Officer) to advise on safeguarding requirements
- designated staff will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- Clubs will make sure children are aware of who manages their social media accounts and who to contact if they have any concerns about something that's happened online our account, page and event settings will be set to 'private' so that only invited members can see their content
- identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims and tone as an organisation
- parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on social media
- video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

WHAT WE EXPECT OF CHILDREN

Children should be aware of this online safety policy and agree to its terms we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement children should follow the guidelines set out in our acceptable use statement (Appendix 1) on all digital devices, including smart phones, tablets and consoles

WHAT WE EXPECT OF PARENTS

Parents² should be aware of this online safety policy and agree to its terms parents should protect all children's privacy online and think carefully about what content they share about our sport online, where they share it and who they're sharing it with we expect parents' behaviour online to be consistent with the guidelines set out in Appendix 1 and in any club codes of conduct.

¹ The term "staff" also means volunteers

² the term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child

WHAT WE EXPECT OF OUR STAFF (INCLUDING COACHES AND OTHER VOLUNTEERS)

All relevant people should be aware of this policy and behave in accordance with it

- staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- staff should communicate any messages they wish to send out to children to the designated staff responsible for the organisation's online presence
- staff should not communicate with children via personal accounts
- staff should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person
- staff should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media
- rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account or website
- staff should avoid communicating with children via email or organisational social media outside of normal office hours
- emails or messages should maintain the organisation's tone and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language
- staff should not delete any messages or communications sent to or from organisation accounts
- staff should undertake all online safety training offered and gain a basic knowledge of the platforms children use and how to report or remove inappropriate content online
- any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- at least one parent must be present during the delivery of any activities via video conferencing platforms at home
- any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency
- staff and children must not engage in 'sexting' or send pictures to anyone that are obscene
- Coaches should not be using their mobile phones during sessions.

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 such as WhatsApp or Facebook Messenger), Clubs should take the following precautions to ensure children's safety:

- staff will avoid having children's personal mobile numbers and will instead seek contact through a parent
- seek parental permission on each occasion we need to contact children 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, messages or emails also being sent to another member of staff or to parents

- smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- whenever practicable staff should have a separate phone from their personal one for any contact with parents or children
- texts, emails or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation

if a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:

- end the conversation or stop replying
- suggest discussing the subject further at the next session
- inform the organisation’s lead safeguarding officer in the interest of transparency
- if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures

USING MOBILE PHONES DURING AIKIDO SESSIONS

So that all children can enjoy and actively take part in club activities, we discourage the use of mobile phones during lessons/session. 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
- inform parents of appropriate times they can contact children who are on away trips and discourage them from attempting contact outside of these times
- advise parents that it may not be possible to contact children during sessions and provide a contact within the club or organisation who will be reachable should there be an emergency
- explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Mobile phones should not be used by coaches during training for making or receiving calls. This could be both unsafe and inappropriate conduct as the primary responsibility of the coach must be the supervision and safety of children that they coach and the provision of a structured, quality coaching experience. Exceptions can be made for “emergency” calls (being made or received). There are situations when access to a mobile phone will make a positive contribution to the safety and welfare of children.

STATEMENT OF ACCEPTABLE USE OF INTERNET AND SOCIAL MEDIA

Our Club 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 the club

*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

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 **[Name of designated safeguarding lead]**.
- 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 our club

Signature	✕
Print name	
Today's date	

Declaration – child / young person

Signature	✕
Print name	
Today's date	

CHANGE LOG

Date	Details
Review date July 2024	Policy name changed from "E-Safety"
	Contents refreshed in line with CPSU template