



On-line Safety Policy

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social media and other online services within English Bridge Education and Development (EBED). It is important that all staff, volunteers, coaches, officials/TD, board/trustee members, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

Aims:

- To protect all children and young people attending the sports club/organisation and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of the club/organisation
- To provide staff and volunteers with policy and procedure information regarding online safety
- To ensure EBED is operating in line with their values and within the law regarding how the organisation uses information technology

Online safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social media sites (e.g. Twitter and Facebook), apps, mobile phones, game consoles and the internet.
2. When engaging with digital technology/social media companies (e.g. Facebook, Twitter or Instagram) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated including:
 - reporting online concerns about possible abuse
 - reporting other breaches of procedures and codes of conduct
4. Decide how the webpage/profile will be managed within EBED.
 - vetting and managing the webpage/profile
 - training for the person/s managing the organisation's online profile
 - involvement from EBED's designated safeguarding lead person
 - ensure any interactive content is moderated by someone trained to be aware of safeguarding issues, e.g. EBED social media page/discussion forums
5. Registration or 'signing up' to EBED:
 - choose an appropriate email address to register/set up a profile/account
 - ensure appropriate security settings are set up to store personal information
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.



7. Ensure that staff and volunteers, including coaches/teachers and players, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by EBED to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.

8. Address safety when adding content to your webpage/profile:

- sports contact details
- promote your sports webpage/profile
- promote safe and responsible use
- avoid taking personal details of children and young people
- when uploading content – ‘think before you post’
- report fake or impostor webpage/profiles

9. Address safeguarding when promoting bridge, organisation, events and competitions.

Change Record

Date of Change/Review	Changed by:	Comments
September 2018		

Policy approved by the Trustees: Date.....