



Bowmen of Darenteford

Online Safety, Social Media & Digital Communications with Children (Under 18s) Policy

Responsible for review of policy	Responsible for review of procedures
Archery GB, Club Welfare Officer, Club Deputy Welfare Officer, Club Secretary	Club Welfare Officer, Club Deputy Welfare Officer, Club Committee

Change History			
Version	By	Date of approval	Next review date
1.0	Club Field Captain	May 2023	April 2023



Introduction:

This policy provides guidance on how Bowmen of Darenteford use the internet (including social media), and the procedures for doing so. Also, it outlines how we expect the club members and the children or young people who are our members, to behave online.

Bowmen of Darenteford is an Archery GB affiliated club and therefore must adopt Archery GB policies and guidelines for Online Safety, Social Media & Digital Communications with Children (Under 18s).

Our Safeguarding Policy may be found at www.darenteford.org/policies/ and in addition a copy may be found on the notice board inside the club container.

Archery GB's Policies for Safeguarding and Guidance may be found at www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/ along with all associated guidelines.

Aims

The aims of our online safety policy are:

- To protect all children and young people involved with Bowmen of Darenteford and who make use of technology (such as, but not limited to, mobile phones, tablets and the internet) while in our care.
- To provide club members and children with policy and procedure information regarding online safety, social media and digital communications with children, informing them how to respond to incidents.
- To ensure Bowmen of Darenteford are operating in line with our values and within the law regarding how we behave online.

Procedures

Understanding the online world

As part of using the internet and social media, we will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for club members 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 a computer, mobile phone or tablet.
- When using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation, age restrictions and good practice guidelines.
- 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') in our Anti-Bullying Policy

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.
- The account will be monitored by a designated person.
- The designated person managing our online presence will seek advice from our club welfare or deputy welfare officer to advise on safeguarding requirements.
- A designated person will remove inappropriate posts by children or club members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved).
- 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 should not be posted on social media platforms.
- Any posts or correspondence will be consistent with our aims.
- We will make sure children and young people are aware of who manages the 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 any other means of communication.
- Parents will need to give permission for photographs or videos of their child to be posted on social media.
- All our accounts and e-mail addresses will be appropriate and fit for purpose.

What we expect of club members

- Club members should be aware of this policy and behave in accordance with it.
- Club members should seek the advice of the club welfare or club deputy welfare officer if they have any concerns about the use of the internet or social media.
- Club members should not 'friend' or 'follow' children or young people from personal accounts on social media **unless they are a relation of the child or young person.**
- Club members should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media.
- Club members should not communicate with young people via personal accounts or private messages **unless they are a relation of the child or young person.**
- Rather than communicating with parents through personal social media accounts, Club members should choose a more formal means of communication, such as face-to-face, in an e-mail or in writing, or use an organisational account, profile or website.
- A Parent/ Guardian and at least one of either the club welfare or club deputy welfare officer should be copied in to any e-mails, messages or any form of digital communication sent to children or young people **unless they are a relation of the child or young person.**
- E-mails and any other form of digital communication should be signed off in a professional manner, avoiding the use of emojis or symbols such as kisses ('X's) **unless they are a relation of the child or young person.**
- Any disclosures of abuse reported through social media should be dealt with within the same way as a face-to-face disclosure, according to our reporting procedures.
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Club members and young people 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 the guidelines set out in our acceptable use statement.
- A child should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and computers.

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, e-mail and instant messaging), we will take the following precautions to ensure young people's safety:

- Club members will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian ***unless they are a relation of the child or young person.***
- Bowmen of Darenteford 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 with the parent or guardian copied into all communication, ***unless they are a relation of the child or young person.***
- A method of accountability will be arranged, such as copies of texts also being sent to the Club Welfare, Club Deputy Welfare Officer and to a Parent or Guardian.
- Emails 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 young person misinterprets such communication and tries to engage a club member in conversation, the club member will take the following steps:
 - End the conversation or stop replying.
 - Suggest discussing the subject further at the next practice or event.
 - If concerned about the child or young person, provide contact details for the Club Welfare or Club Deputy Welfare Officer or appropriate agencies.

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 TVs – and whether an app, programme or website is used.

If any digital devices are used as part of activities within Archery GB/Archery GB Club:

- We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy.
- We will establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm.

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 and young people safe online:

NSPCC / 02 Helpline 0808 800 5002 - www.o2.co.uk/help/nspcc

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

Childnet - www.childnet.com

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