

## E-Safety Policy Template

This policy should be reviewed and updated annually

<b>Name of club/organisation:</b>	
<b>This policy was last reviewed on:</b>	
<b>Date of next review:</b>	
<b>Named E-Safety coordinator:</b>	
<b>Contact information:</b>	

### Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within your club or organisation. It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

### Terms:

- 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 e-safety.
- To ensure the club/organisation is operating in line with their values and within the law regarding how the organisation uses information technology.

### E-safety checklist:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated:
  - reporting online concerns about possible abuse
  - reporting other breaches of terms
4. Decide how your sports webpage/profile will be managed within your club/organisation
  - Vetting and managing the webpage/profile
  - Training for the person/s managing the organisation's online profile
  - Involvement from your club's/organisation's designated safeguarding lead person
  - ensure any interactive content is moderated e.g. club social network page/discussion forums.

5. Registration or 'signing up' to your sports club/organisation:

- choose an appropriate email address to register/set up a profile/account
- ensure appropriate security settings are set up

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 and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation 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 the sport, organisation, events and competitions.

10. Promote your sports webpage/profile

- where possible use the club's/organisation's own webpage/profile/email instead of using personal accounts.