



TRISudbury

Eastern Region Triathlon Club of The Year 2018
Eastern Region Triathlon Club of The Year 2016

TRISudbury Online Safety Statement

1. Background

1.1. This policy provides guidance on how TriSudbury uses the internet and social media, and the procedures for doing so. It also outlines how we expect the coaches, volunteers and members to behave online. As an Tri Club we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

2. Aims

2.1. The aims of our online safety policy are:

2.2. to protect all members involved with our club and who make use of technology (such as mobiles phones, games consoles and the internet).

2.3. to provide coaches and all members with policy and procedure information regarding online safety and inform them how to respond to incidents to ensure our club is operating in line with our values and within the law regarding how we behave online.

3. Understanding the online world

3.1. As part of using the internet and social media, TriSudbury will:

3.2. assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for coaches and all members when using websites, social media including Facebook, Strava, Training Peaks and other online training platforms, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype.

3.3. be aware of how members in our club use social media.

3.4. adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms.

3.5. provide training if required for members responsible for managing our club's online presence.

3.6. regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are reported to our welfare team to follow up.

4. Managing our online presence

4.1. Our online presence through our website or social media platforms will adhere to the following guidelines:

4.1.1. all social media accounts will have at least a member of the coaching team, a member of the welfare team and either the chairperson or vice chairperson monitoring the activity to provide transparency.

4.1.2. the designated members managing our online presence will seek advice from our welfare team to advise on safeguarding requirements and will remove inappropriate posts by any members explaining why, and informing anyone who may be affected (as well as the parents/guardians of any children or members involved).

4.1.3. TRISudbury will make sure all members are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online.

4.1.4. our members only account, page and event settings will be set to 'private' so that only invited members can see their content.

4.1.5. identifying details such as a members' home address, or telephone number shouldn't be posted on social media platforms.

4.1.6. any posts or correspondence will be consistent with our aims and tone as a club.



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- 4.1.7. 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 be required to have an account on the platform to enable them to monitor their child's activity.
- 4.1.8. parents will need to give permission for photographs or videos of their child to be posted on social media
- 4.1.9. 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.
- 4.2. What we expect of our Coaches, Activators, Committee Members and Volunteers:
 - 4.2.1. All coaches, activators, committee members and volunteers should be aware of this policy and behave in accordance with it.
 - 4.2.2. They should seek the advice from the welfare team if they have any concerns about the use of the internet or social media.
 - 4.2.3. They should communicate any messages they wish to send out to children to the welfare team responsible for the club's online presence.
 - 4.2.4. They should not communicate with children via personal accounts unless there is parental agreement and involvement.
 - 4.2.5. They should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using club accounts unless there is parental agreement and involvement.
 - 4.2.6. They should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media.
- 4.3. Rather than communicating with parents through personal social media accounts, the above should choose a more formal means of communication, such as face-to-face, in an email (from their club email account) or in writing, or use the club account or website.
 - 4.3.1. They should avoid communicating with children via email or TRISudbury social media at unsociable/inappropriate hours.
 - 4.3.2. emails or messages should maintain the club'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.
 - 4.3.3. They should not delete any messages or communications sent to or from club accounts.
 - 4.3.4. They should undertake all online safety training offered and gain a basic knowledge of the platform's 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.
 - 4.3.5. 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 coaching or activator team (even if they're not actively delivering) to ensure transparency.
 - 4.3.6. All members and children must not engage in 'sexting' or send pictures to anyone that are obscene.
5. **What we expect of members**
 - 5.1. Members should be aware of this online safety policy and agree to its terms.
 - 5.2. We expect member's behaviour online to be consistent with the guidelines set out in our code of conduct policy.

6. What we expect of parents/guardians



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- 6.1. Parents should be aware of this online safety policy and agree to its terms.
 - 6.2. 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.
 - 6.3. We expect parents' behaviour online to be consistent with the guidelines in our code of conduct policy.
- 7. Using mobile phones or other digital technology to communicate**
- 7.1. 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), we'll take the following precautions to ensure members safety:
 - 7.2. Members will avoid having children's personal mobile numbers and will instead seek contact through a parent.
 - 7.3. We'll seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon.
 - 7.4. A method of accountability will be arranged, such as copies of texts, messages or emails also being sent to a member of the welfare team and also to parents.
 - 7.5. Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
 - 7.6. Emails or social media 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.
 - 7.7. If concerned about a member, provide contact details for the club's welfare team and report any concerns using the club's reporting procedures.
- 8. Using mobile phones during sports activities**
- 8.1. So that all members can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy, we will:
 - 8.2. Make members aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the club.
 - 8.3. Inform parents of timings of events. Provide parents with a contact within the club who will be reachable should there be an emergency.
 - 8.4. 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.
- 9. Our Welfare team are:**
- 9.1. Rosie Kerr: welfare@trisudbury.com
 - 9.2. Paul Walker: welfare1@trisudbury.com
- 10. Links to Other Policies**
- 10.1. Safeguarding Policy