



Online Safety and Communication Policy

Date Adopted: September 2023

Review Date: September 2024

Cornerstones of our On-Line Safety & Communication Administration Updated July 2023

Social Media

Accounts created by Head Coach & administration by an individual Committee member
Only use on public settings
Head Coach responds to messages from members & general public
Permission obtained for use of photos
Only detail used about children is their first names
We do not engage with children and young people directly

Communication

We do not communicate directly with children aged under 18 via any media
We only use the Coaching, Club or our Court Booking system emails to the parents/carers
We do not set up Club What's App groups
We do not use media conferencing
We do not allow children to use mobile phones on court

Photographs

Media consents are regularly obtained from the members
Additional consents are obtained at other events (holiday camps, tournament finals, matches) where individuals are identified as photographers
Additional consent obtained for photos to be used on the website
Parents allowed to take individual photos of their own children but are aware that consent must be obtained from other parents in the shots

Filming

Filming is allowed for specific purposes (eg GCSE or Coach training course work) but must be overseen by the Head Coach who can ensure all Safeguarding matters are considered

A. PURPOSE AND SCOPE

GLTC strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable tennis experience.

This document sets out how GLTC uses the internet and social media, and the procedures for doing so. It also outlines expectations for online behaviour and communication with children.

The principles in this policy apply no matter which current or future technology is used.

The purpose of this policy is to:

- Protect children involved with our organisation and who make use of technology (such as mobile phones, tablets, games consoles and the internet).
- Provide staff, coaches and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- Ensure our organisation operates within the law regarding how we behave online

This policy applies to all staff, coaches, volunteers, players, parents/carers and any other individuals associated with GLTC

B. WE RECOGNISE THAT

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children safe online, whether or not they are using GLTC's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse working in partnership with children, their parents, carers, and other organisations is essential in helping them to be responsible in their approach to online safety

C. WE WILL SEEK TO KEEP CHILDREN SAFE BY

- understanding the safety aspects, including what is acceptable and unacceptable behaviour for staff, coaches, volunteers, and children, when using website, social media, apps and other forms of digital communication
- being aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone, or game console
- when using social media or video conferencing platforms (including live streaming), ensure that we adhere to relevant legislation and good practice
- ensuring the person managing our organisation's online presence is suitably trained and experienced
- providing staff with policy and procedure information regarding online safety and inform them of how to respond to incidents

D. 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, and at least two members of staff and/or volunteers will have access to each account and password
- social media accounts will be monitored by a designated person, who will have been appointed by the committee
- the designated person managing our online presence will seek advice from our Welfare Officer / County Safeguarding Officer and the LTA to advise on safeguarding requirements as required
- the designated person will remove any inappropriate posts, 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 those invited can see their content
- social media pages/groups (e.g. Facebook pages/groups) used to communicate with children must be an organization, community or sports group and not personal
- identifying details such as a child's home address, school details, telephone number or email will not be posted on social media platforms
- any posts or correspondence will be of a professional purpose
- all of our accounts and email addresses will be appropriate, fit for purpose and only used for venue/county specific activities

E. WHAT WE EXPECT OF STAFF, COACHES AND VOLUNTEERS

- they should be aware of this policy and behave in accordance with it
- they should seek the advice from our Welfare Officer / County Safeguarding Officer and the LTA if they have any concerns about the use of the internet or social media
- any messages they wish to send out to children must be sent through the designated person responsible for the organisation's online presence
- they must 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 organisation accounts
- they must make sure any content posted is accurate and appropriate
- they must not communicate with children via personal accounts or private messages
- they must communicate with parents through email or in writing, or use an organisational account, profile or website rather than via personal social media accounts
- they must not engage in sexting, or send pictures or messages that are abusive, obscene, inappropriate, indecent, or menacing to anyone

F. WHAT WE EXPECT OF CHILDREN

- they should be aware of this policy
- they will behave responsibly online and refrain from any bullying or abusive behaviour

G. WHAT WE EXPECT OF PARENTS

- they should be aware of this policy and behave in accordance with it
- they should seek the advice from our Welfare Officer and the LTA if they have any concerns about the use of the internet or social media
- they should communicate with staff, coaches and volunteers in a professional and appropriate manner
- they must not engage in sexting, or send pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone

H. WHAT WE EXPECT OF STAFF, COACHES AND VOLUNTEERS

When using mobile phone or other devices to communicate, we will take the following precautions to help keep children safe:

- staff, coaches, and volunteers will communicate through parents directly
- if a child tries to engage a member of staff, coach or volunteer in a conversation which is not of a professional manner (for example, their personal life), the member of staff, coach or volunteer will:
 - end the conversation or not reply
 - inform the Welfare Officer / County Safeguarding Officer as soon as possible and arrange to address the matter with the child and their parents appropriately
 - if the conversation raises safeguarding concerns, notify the LTA as soon as possible

I. USING MOBILE PHONES/DEVICES DURING ACTIVITIES

So that all children can enjoy and actively take part in tennis activities, we do not allow the use of mobile phones/devices on court. 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
- advise parents that it may not be possible to contact children during activities and provide a contact within the venue or organisation who will be reachable should there be an emergency

Further information for parents about keeping children safe online

[Keeping children safe online | NSPCC](#)

[CEOP Education \(thinkuknow.co.uk\)](http://thinkuknow.co.uk)

[Parents and Carers - UK Safer Internet Centre](#)