



E-SAFETY POLICY

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INTRODUCTION

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within Alliance affiliated clubs. It is important that all staff, volunteers, coaches, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

- To protect all children and young people attending the sports club/organisation and who make use of technology (such as mobiles phones, tablets 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. Snapchat, Whatsapp and Facebook), mobile phones, tablets and the internet.
2. When engaging with digital technology/social networking sites 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 the Alliance affiliated clubs' web sites and on-line profiles will be managed:
 - ✓ training for the person/s managing the organisation's online profile
 - ✓ involvement from the IAA's Lead Safeguarding Officer if required
 - ✓ ensure any interactive content is moderated e.g. club social network page/discussion forums.
5. Registration or 'signing up' to web sites such as membermojo.co.uk :
 - ✓ 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 members, 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 web pages and social media pages:
 - ✓ when uploading content – ‘think before you post’
 - ✓ report fake or impostor webpage/profiles.
9. Address safeguarding when promoting the events and other activities

ELECTRONIC COMMUNICATION AND ON-LINE SAFETY

Technology has advanced hugely in recent years and has changed the way people communicate and interact on a daily basis.

Sports organisations, coaches and others involved in providing activities for children and young people are increasingly using the internet and social media to promote sport and communicate with them.

Although these forms of digital media and communication can provide benefits for those involved, they also pose potential safeguarding risks to children and young people.

There is growing concern being expressed about what is and what is not permissible in the area of communication between adults and children in sport. Understandably, with the rapid development of mobile phones, text messaging, e-mail and other forms of electronic communication, these methods of communicating have become a feature of the sporting landscape

A number of sports have experience of cases where coaches in particular have misused text messaging and other forms of electronic communication. There is evidence of the use of mobile phones and other electronic communication for grooming or other purposes by coaches and others in positions of trust in relation to children throughout sport. There have also been incidents of child athletes becoming very distressed as a result of bullying by coaches or others who have contacted them without parental knowledge on their mobiles.

The following guidance should assist IAA affiliated clubs and their coaches to use electronic communication appropriately.

GUIDANCE FOR COACHES AND VOLUNTEERS

Mobile phones should not be used by coaches during training for the purposes of either making or receiving calls. This could be both unsafe and inappropriate conduct as the primary responsibility of the coach must be the supervision and safety of children that they coach and the provision of a structured, quality coaching experience. Exceptions can be made for “emergency” calls (being made or received). There are situations when access to a mobile phone will make a positive contribution to the safety and welfare of children.

Coaches should not contact individual children with whom they are in a position of trust by phone, text, e-mail or through social media “chat rooms”. Contact by coaches should be primarily on a face to face basis. Additional communication relating to events, training and other information should be directed to the child's parents or legal guardian. For example, if you collect email addresses on membership forms, these should be the parent/carer’s email address and not that of the child member.

Coaches may contact children by text or email if they do so with the knowledge of the club officers as part of a disclosed list (having received prior permission to disclose in group e-mail) where they are disseminating information in relation to training or club activities. It is best practice to copy in the club Welfare Officer.

Clubs should have disclosed lists for sending club information via a designated and suitably trained adult. Group e-mails should also give individuals the opportunity to have their contact details removed from the list by including a statement such as: "If you wish to be removed from this e-mail list please contact the administrator"

ONLINE ACTIVITIES AND SOCIAL NETWORKING

Online social networking e.g. Facebook, Twitter, Flickr, Snapchat etc enables social interaction between groups of people with similar interests and hobbies.

However sport has identified that such communication can cause concerns to be raised. On a few occasions the comments made have been unpleasant and inappropriate and have in some cases been deemed to be an offence. Children who use electronic communication and cause offence may be in breach of the IAA affiliated clubs' Codes of Conduct and are advised to think hard and consider what they place on such websites.

The social media presence relating to the Aikido Alliance and its affiliated clubs should be monitored and moderated so as to provide a positive experience for children and young people.

Potential risks for young people who access social networking sites can include:

- bullying by peers and people they consider 'friends'
- posting personal information that can identify and locate a child offline
- sexual grooming, luring , exploitation and abuse, contact with strangers
- exposure to inappropriate content
- exposure to racist or hate material
- encouragement to post sexual images and videos of themselves online
- glorifying activities such as drug taking or excessive drinking
- physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities
- leaving and running away from home as a result of contacts made online.

The club should be aware of these risks and have monitoring processes in place to moderate inappropriate content, comments and posts.

SOCIAL MEDIA: GUIDANCE FOR CHILDREN AND YOUNG PEOPLE

The Aikido Alliance accepts that chat rooms and other social media sites can be great fun – but can also hold risks.

Remember, you never really know who you are talking to online. It could be someone trying to trick you, some kind of weirdo, or someone really dangerous. Here are some tips to help you keep safe:

Never use your real name in chat rooms – pick a special online nickname.

Never ever tell anyone personal things about yourself or your family – like your address or telephone number, or the school or clubs you go to. That goes for sending them photos as well (that way if you don't want to hear from them again, you only have to log off.) Remember, even if somebody tells you about themselves; never tell them things about you.

If you arrange to meet up with someone you've only spoken to online, remember that they might not be who they said they were, so only meet people in public places and take along an adult – they should do this too, because they don't know who you really are either!

If an adult you know makes arrangements to meet you or contacts you directly on-line or on your mobile without your parents' or carers' knowledge, make sure you let your parents or guardians know about this before agreeing to do anything

Never respond to nasty or rude messages, and never send any either! If you feel suspicious or uncomfortable about the way a conversation is going, or if it's getting really personal, save a record of it and stop the conversation. That way you can show someone and ask what they think.

Be careful with any e-mail attachments or links that people send you, they might contain nasty images, or "viruses" that could ruin your computer. So, if you don't know who it's from, don't open it.

Agree some rules with your parents or carers about what you can and can't do on-line. It'll save arguments later.

If you are concerned about anything you receive, whether it is from a stranger or someone you know, tell someone you trust. Don't delete the message it may be important if some action needs to be taken

CHANGE LOG