



ONLINE SAFETY AND COMMUNICATION POLICY

This policy is part of the suite of safeguarding policies aimed at ensuring Langside Sports Club fulfils its responsibility to safeguard children and adults at risk of harm and abuse.

This document sets out how Langside Sports Club uses the internet and social media, and the procedures for doing so. It also outlines how we expect coaches, volunteers, members and parents/carers, to behave online and communicate with others.

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 at Langside Sports Club and who make use of technology (such as mobile phones, tablets, games consoles and the internet)
- Provide coaches and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- Ensure Langside Sports Club operates within the law regarding how we behave online

Langside Sports Club recognises that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges.
- Our Club has a duty to ensure that all children and adults at risk involved at Langside Sports Club are protected from potential harm online.
- Our Club has a responsibility to help keep children and adults at risk safe online, whether or not they are using Langside Sports Club's network and devices
- All children and adults at risk, 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 and adults at risk, their parents, carers and other organisations is essential in helping them to be responsible in their approach to online safety

Langside Sports Club will seek to keep children safe by:

- Understanding the safety aspects, including what is acceptable and unacceptable behaviour for coaches, volunteers and children and adults at risk, 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 platforms, ensure that we adhere to relevant legislation and good practice, ensuring the person managing our organisation's online presence is suitably trained and experienced

Managing Langside Sports Club's 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 the committee will have access to each account and password
- Social media accounts will be monitored by a designated person, who will have been appointed by LSC Board of Trustees
- The designated person managing our online presence will seek advice from our Club Welfare Officer's 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/carers of any children involved)
- Social media pages/groups (e.g. Facebook pages/groups) used to communicate with children must be an organisation, 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
- Our Club will make sure children are aware of who manages our 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 consent for Langside Sports Club to communicate with their children through social media, or by any other means of communication
- Parents will need to give consent for photographs or videos of their child to be posted on social media
- All Langside Sports Club accounts and email addresses will be appropriate, fit for purpose and only used for Langside Sports Club specific activities

What Langside Sports Club expect of coaches and volunteers

- They should be aware of this policy and behave in accordance with it
- They should seek the advice from our Club Welfare Officer 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
- 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 copy in parents/carer or at least one other coach or volunteer should any communication be sent to children
- They must avoid communication with children beyond dedicated event or activity timings, unless it is necessary for professional purposes (i.e. emergencies, whilst on a trip, etc.) and contacting the parents is not possible
- They must sign off any communication in a professional manner, avoiding the use of emojis or symbols such as kisses ("X's")
- They must respond to any disclosure of abuse in line with the safeguarding policy
- They must not engage in sexting, or send pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone



What Langside Sports Club expect of children

- They should be aware of this policy
- They should follow the guidelines set out in our acceptable use statement on all devices

What Langside Sports Club expect of parents/carers

- They should be aware of this policy and behave in accordance with it
- They should seek the advice from our Club Welfare Officer if they have any concerns about the use of the internet or social media
- They should communicate with 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

Using mobile phones or other devices to communicate

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

- Coaches and volunteers will communicate through parents/carers directly or copy them into all messages to children
- Where it is necessary to contact children directly, and it is not possible to copy for the parents/carers into the message, we will seek parental consent to do this
- Messages will be used for professional communication, such as reminders about lesson times, meeting points etc
- If a child tries to engage a 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 Club Welfare 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 the relevant sporting governing body at Bowls Scotland, Cricket Scotland or Tennis Scotland as soon as possible



Using mobile phones/devices during activities

So that all children can enjoy and actively take part in sporting activities, Langside Sports Club discourages the use of mobile phones/devices whilst participating. 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
- Inform parents/carers of appropriate times they can contact children who are away on trips
- Advise parents/carers that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency

Related policies and procedures

This policy should be read alongside Langside Sports Club policies and procedures, including:

- Safeguarding Policy
- Code of Conduct Policy
- Photography and Video Policy
- Anti-bullying Policy
- Diversity and Inclusion Policy

Club Welfare Officers

- **Email - langsidescwelfare@gmail.com**
- **LSC - Anne Greer 07757391513**
- **Tennis- Caroline Doran 07957779417**
- **Bowls - Emma Gordon 07950018577**
- **Cricket - Craig Greenwood 07723074985**



Approval

This Online Safety and Communication Policy has been approved by:

Board of Trustees Date: 29.05.24

Welfare Officer: Anne Greer Date: 29.05.24

Review

This policy will be reviewed every three years, or earlier if there is a change in national legislation and/or guidance.