Internet, Online Safety and Social Media Policy

Document Control

Document Title:	Internet, Online Safety and Social Media Policy		
Document Purpose:	This document explains Exeter Rowing Club's approach to the Internet and Social Networking to maximise the benefits, whilst minimising the use of these tools.		
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Related Documents:	British Rowing Safeguarding and Protecting Children Guidance WG5.4 – Using Social Networking Services and social media		

Table of Contents

1. Policy Statement

1.1. The purpose of this policy is to outline Exeter Rowing Club's approach to the use of the internet and social media to achieve its aims & objectives whilst safeguarding its members.

2. Scope

2.1. This policy applies to all members.

3. Objectives

3.1. To ensure that social networking and the internet are used appropriately in the club context, in particular noting or in relation to the risks set out in British Rowing policy WG5.4.

3.2. To highlight data protection risks with social media and limit them.

3.3. To protect members involved with our organisation and who make use of technology whilst in our care.

3.4. To provide volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.

3.5. To ensure our organisation is operating in line with our values and within the law regarding how we behave online.

3.6. To highlight data protection risks within social media and limit them.

4. Club Website and social media

4.1. The club website, Facebook page, Twitter account, Instagram account and bulk emailing capability etc are valuable tools for the club to communicate with the membership and the world at large. They will be run on behalf of the Directors authorised volunteers.

4.2. All social media accounts will be password protected, and at least one director and one members of the Management Committee will have access to each account.

4.3. The account will be monitored by at least two designated volunteers appointed by the Management Committee to provide transparency,

4.4. Designated volunteers will remove inappropriate posts by individuals, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)

4.5. No social media accounts, which purport to be club accounts or accounts for groups within the club, may be set up by members independently of the club without the consent of the Club Secretary This policy applies to any groups or accounts set up, whether they were authorised or not.

4.6. Individual communication with juniors by Junior Coaches or Junior Coordinator, should only be undertaken through approved channels unless agreed otherwise by the Welfare Officer

4.7. Private messages from junior members or other individuals under 18 should not be deleted under any circumstances without first discussing this with the Club Welfare Officer.

4.8. Any concern reported through club social media platforms should be dealt with in the same way as a face-to face disclosure.

5. Club Email Addresses

5.1. Club email addresses (@exeterrowingclub.com) will be issued to authorised individuals to aid in their work on behalf of the club.

5.2. Any individual issued with a club email should, to the best of their ability, conduct all club business using the club issued email address.

5.3. Club email addresses should not be used for personal gain or benefit beyond the agreed scope of the work the individual is undertaking on behalf of the club.

5.4. Use of club emails may be manually or automatically monitored from time to time in line with the club's Data Protection and Privacy Policy.

5.5. Club Emails are subject to disclosure as part of a Subject Access Request and should be managed accordingly, making sure that the information contained is accurate, appropriate, ethical, and legal.

5.6. All use of club email addresses should be in line with the principles outlined in Section 8 of this document.

5.7. Individual communication with juniors should only be undertaken by Junior Coaches or Junior Coordinator, or otherwise as agreed with the Welfare Officer through approved channels only.

6. Personal Emailing/Website/social media

6.1. Exeter Rowing Club recognises that some members will make use of personal email/website/social media in their own time, using their own equipment. Whilst there is no intention to restrict any proper and sensible use of this, it is expected that all members will use these tools in a way as to avoid causing distress and harm to others, compromising the effectiveness of the club, or bringing the club into disrepute.

6.2. Communications with other members (even if you know them in other contexts e.g., school) can amount to bullying and that bullying, particularly if there is a specific rowing link, may be dealt with the under the club Grievance and Disciplinary process.

6.3. Members must not divulge any confidential information about members, or Exeter Rowing Club, or information belonging to the club which is not in the public domain or expand upon such information already available in the public domain.

6.4. If any member discloses that they are attached to ERC, then it must be made absolutely clear that any views expressed do not represent the official position of ERC but are the views of the individual.

6.5. Adult members should not "friend" or "follow" Junior Members from personal accounts on social media and maintain suitable boundaries.

6.6. Adult Members should make sure any content posted on public personal accounts is accurate and appropriate recognising that Junior Members may follow, access, or otherwise view the content.

7. Video Conferencing

7.1. All Club Video Conferences should be password protected except where open to the public. In this case other suitable precautions, such as registration, should be made to prevent unauthorised or unwanted access to the conference.

7.2. At least one parent must be present in the room during the delivery of any activity to Junior Members via video conferencing platforms at home.

7.3. Any delivery of activity to Junior Members via video conferencing platforms will be supported by an additional coach or volunteer (even if they are not actively delivering) to ensure transparency.

8. Acceptable Use

8.1. All users must acknowledge and agree to this policy before using any club provided system or platform. Where a subset of the policy is provided, links to the full policy must be included.

8.2. You may not use any electronic system the club owns or uses to write, send, read, or receive data that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person.

8.3. If you use these electronic systems in a way that acceptable use, or Exeter Rowing Club policies, you will be subject to disciplinary action as outlined in the Grievance and Disciplinary Policy.

8.4. If you use these electronic systems in a way that breaks the law, you will be subject to disciplinary action as outlined in the Grievance and Disciplinary Policy and referral to the Police.

8.5. The following are some examples of prohibited activities that violate the club's definition of acceptable use:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorisation.
- Sending or posting confidential material, trade secrets or proprietary information outside of the organisation.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorised transactions that may incur a cost to the organisation or initiate unwanted internet services and transmissions.
- Sending or posting messages or material that could damage the organisation's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organisation or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Using the internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardising the security of the organisation's electronic communications systems.
- Passing off personal views as representing those of the organisation.
- Sending anonymous email messages.
- Engaging in any other illegal activities.

9. Reporting Concerns

9.1. Concerns about the use of websites, online tools and social media by club officials should be reported the Club Welfare Officer and Club Data Protection Officer to be dealt with in line with the Club Disciplinary and Grievance Policy.

9.2. Concerns about the use of websites, online tools and social media by club members should be reported to the Club Welfare Officer to be dealt with in line with the Club Disciplinary and Grievance Policy.

9.3. Concerns about the conduct of third party use of websites, online tools, and social media by third parties should be reported to the platform or service provider in the first instance. Additional guidance can be sought from the Club Data Protection Officer.

10. Breaches of this Policy

10.1.   Breaches of this policy will be dealt with by Exeter Rowing Club's Disciplinary and Grievance Policy.

Version Control

Version	Date	Author	Amendments
1	2/10/2013		Previously Approved Version
2	1/9/2021	S Gibson	Reviewed and redrafted in line with current Best Practice