



NORMANDY CRICKET CLUB

ONLINE SAFETY & SOCIAL MEDIA POLICY

This Policy provides guidance on how Normandy Cricket Club uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of Normandy Cricket Club should behave online.

The aims of our online safety policy are:

- To protect all children and young people involved with Normandy Cricket Club who make use of technology (such as mobile phones and the internet) while in our care.
- To provide staff and volunteers 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.

As part of using the internet and social media, Normandy Cricket Club will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff, volunteers and children – when using websites, social media, apps and other forms of digital communication.
- Be aware that it doesn't matter which device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or games console.
- When using social media platforms (including Facebook, Twitter, WhatsApp, Snapchat and Instagram), ensure that we adhere to relevant legislation and good practice guidelines.
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated including:
 - Making sure concerns of abuse or disclosures that take place online are written in our reporting procedures.
 - Incorporating online bullying (cyberbullying) in our anti-bullying policy.
- Provide training for the person responsible for managing our organisation's online presence

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

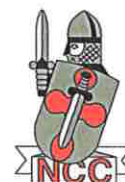
- All social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password.



- All accounts will be monitored by a designated safeguarding lead to advise on safeguarding requirements.
- A designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of the children involved).
- Identity details such as a child's surname, home address, school name or telephone number should not be posted on social media platforms.
- Any posts or correspondence will be consistent with our aims.
- Children and young people will be made 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 approval for us to communicate with their children through social media, or by any other means of communication.
- Parents will need to give permission for photographs or videos of their child to be posted on social media.
- All of our accounts and e-mail addresses will be appropriate and fit for purpose.

What we expect from club officials and volunteers (staff):

- Staff should be aware of this policy and behave in accordance with it.
- Staff should seek the advice of the Designated Safeguarding Lead if they have any concerns about the use of the internet or social media.
- Staff should communicate any messages they wish to send out to children and young people to the designated person responsible for the club's online presence.
- Staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media.
- Staff should not communicate with young people via personal accounts or private messages.
- Rather than communicating with parents through personal social media accounts such as WhatsApp or Facebook/Instagram Messenger, staff should use a secure app such as Spond, a Normandy CC e-mail or letter.
- At least one other member of staff should be copied in to any e-mails sent to children or young people.
- E-mails must be signed off in a professional manner and emojis and kisses should not be used.
- Any disclosures of abuse reported through social media should be dealt with in the same manner as a face-face disclosure according to our reporting procedures.
- Smartphone users should respect the private lives of others and must not take or distribute pictures of other people that may invade their right to privacy.
- Staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.



What we expect from children and young people:

- Children should be aware of this online safety policy and agree to its terms.
- Children and young people's online behaviour should be consistent with the guidelines set out in our acceptable use statement on all digital devices including smart phones, tablets & consoles.

Using mobile phones or other digital technology to communicate:

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, e-mail and instant messaging), we'll take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will instead contact through either the parent or guardian.
- Parental permission will be sought on each occasion when we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon.
- A method of accountability will be arranged, such as copies of texts also being sent to the parents.
- Texts/WhatsApp groups will only be used for communicating information such as reminding children or young people about upcoming events, practice timings and not to engage in conversation. Spond is the preferred method of communication by the club.
- If a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff should take the following steps:
 - End the conversation or stop replying.
 - Suggest discussing the subject further at the next practice or event.
 - If concerned about the child or young person, provide contact details for the clubs Designated Safeguarding Lead or appropriate agencies.

Using mobile phones during sports activities:

For Colts cricket, mobile phones MUST NOT be used during coaching times or during matches. 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 with Normandy Cricket Club.
- Inform parents of appropriate times that they can contact children who are on away matches and discourage them from trying to contact them outside of these times.
- Advise parents that it may not be possible to contact children during cricketing activities and provide a contact within the club who will be reachable should there be an emergency.



- Explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment and their level of participation and achievement.

For Senior cricket, players are not permitted to use their phones in the changing room. Otherwise, phones can be used on a match day as long as usage is in line with NCC Policies/Guidelines including, but not restricted to, this policy, Guidelines for Colts playing Open Age Cricket and Live streaming policy.

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

If any digital devices are used as part of activities within the club:

- We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy.
- We'll establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm.

Normandy Cricket Club commits to implementing this policy and addressing any concerns quickly and within these guidelines.

Signed:

NCC Chair

Dated: 15th May 2023

Next Review date: April 2024