

Spelthorne Gymnastics Club's Social Media Policy [3] for 16/17-year-olds in an Official Position at the Club

(Within this document 'young people' or 'young persons' refers to anyone under the age of 18 years. Also, where this policy refers to 'official position' it is in relation to a coaching, judging, administrative role.)

Policy Overview

Social media has adapted the way we communicate. It provides people with the power to share and make the world more open and connected.

This policy has been developed to inform Spelthorne Gymnastics Club members who are 16/17 years of age in an official position at the Club about using social media and online networking platforms respectfully, so people feel enabled to participate, while being aware of their responsibilities.

Within this policy, you will find guidance for Spelthorne Gymnastics Club members who are 16/17 years of age in an official position at the Club, which will enable them to engage in social media safely and allowing them to benefit from the use of social media, whilst minimising the potential risks and protecting those involved.

If circumstances regarding issues with social media arise that have not been covered in this policy, we recommend contacting our Wellbeing Officer/Welfare Officer.

Wellbeing & Welfare Officer: welfare@spelthornegymnastics.com

Scope

This policy applies to Spelthorne Gymnastics Club members who are 16/17 years of age in an official position at the Club.

The term 'social media' refers to any website and/or application that allows the user to create and share content, or to participate in social networking.

This policy applies to platforms including, but not limited to:

- Social networking (e.g. Facebook, Twitter, Pinterest, etc.)
- Video and photo sharing (e.g. YouTube, Instagram, Vimeo, TikTok, etc.)
- Blogs (e.g. Tumblr, WordPress, etc.)
- Review sites (e.g. Yelp, Trustpilot, etc.)
- Live broadcasting (e.g. Facebook Mentions, Instagram live, etc.)
- Podcasting (e.g. Spotify, iTunes, Sound Cloud, etc.)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, etc.)
- Online multiplayer gaming platforms (e.g. Xbox Live, World of Warcraft, etc.)
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content

Please note, this policy does not apply to the personal use of social media where it is not related to or there is no reference to Spelthorne Gymnastics Club or its business, competitions, events, participants, staff members, volunteers, officials, groups, products, services or reputation. The Online Safety Act 2024, Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR) should also be adhered to and the Online Safety Act 2024.

Guidelines

When using social media in relation to Spelthorne Gymnastics Club or its business, competitions, events, participants, staff members, volunteers, officials, groups, products, services or reputation; you must adhere to the following guidelines.

1. Use sound judgement –

If you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so, or avoid sharing the content to be on the safe side.

2. Protect your privacy –

- Where possible, privacy settings on social media platforms should be set to limited access.
- You should be cautious about disclosing your personal details.
- Ensure that your social media platforms are password protected and that you do not share these passwords.
- Always remember that anything you post on your social networking site including photos, pictures, video clips, statuses may be shared with other people other than those for whom it was intended, even if it was intended to be shared privately. As a result, you should avoid posting any content online that that you would not be happy for everyone to see, even if you feel confident that particular individuals would never see it.

3. Consider who you are inviting to be your 'friend' –

- Consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to.
- Do not ask your coach, a judge, volunteer of the club or club official to be your social networking site friend. They will refuse as that would breach good practice and British Gymnastics Safeguarding and Protecting Children Policy. You should only use the Club's channels (Club Phone Number or Club email addresses) to contact my coach/Club officials and should not seek out individual members of staff or coaches via social networking platforms.

4. Contacting Club Coaches, Staff, Officials aged 18+ years –

For young people aged 16 or 17 in an official position of responsibility at Spelthorne Gymnastics Club, the Club and British Gymnastics believes that to restrict the ability to share professional information with them from other coaches, judges or officials may be detrimental in their professional development in their role in the club. Therefore, in such cases if the parent of a young person in a position of responsibility aged 16/17 and the young person themselves requests to have contact with an adult club officer or coach for the purposes of sharing professional information relevant to their role the club should:

- Gain written consent of the parent/guardian and young person to have such contact naming the individual adult and social networking site concerned
- The named adult must sign an agreement to keep the contact with the young person to the discussion of matters relevant to the young person's professional role in the club
- All such communications should be shared with an identified 3rd person (e.g. the young person's parent/guardian and/or Club Welfare Officer)

- If the young person or the adult is found to breach the above agreement, action must be taken by the club, cease the connection and where appropriate referred to British Gymnastics for further consideration and action.
 - If the young person is also a gymnast training at the club, the contact must not have anything to do with their personal training, and only have contact in relation to their coaching/judging role.
 - Young coaches/Officials should be aware of their position of responsibility and not to share information that pertains to coaching position with other Club Members/Peers.
5. **Avoid anonymous posting –**
Do not post anonymously. You should assume that all posts can be tracked back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.
 6. **Respect sensitivity –**
When using social media platforms, you should be considerate of others and should refrain from posting information when you have been asked not to, or where consent has not been requested and agreed (if a post is relating to someone under the age of 18 years of age, parental/guardian consent is required).
 7. **Gain permission when publishing a person’s identifiable image -**
 - Before posting images or videos relating to Spelthorne Gymnastics Club activities, you must ensure that permission is sought from any clearly identifiable individuals before posting. Again, if the individuals are under the age of 18 years, parental/guardian permission must be sought).
 - When posting images/videos of gymnastics skills, it is good practice to request coaches’ permission, before uploading the image/video.
 8. **Comply with applicable laws –**
You must not post or link to content that contains illegal or indecent content, including defamatory, vilifying, malicious or misleading and deceptive content.
 9. **Discrimination, harassment and bullying –**
 - Never post, share or send any photos, videos or make comments that may be offensive, hurtful, discriminatory, embarrassing, intimidating, hateful, racist, untrue, upsetting or otherwise inappropriate and that you may regret sharing later on, or that can be used by other people in a way you did not intend or want.
 - Remember, it can be difficult to delete information that has been shared or copied as soon as it had been uploaded.
 - Avoid making comments that will harm the reputation of the Club.
 - You should not use social media platforms to criticise or verbally abuse Spelthorne Gymnastics Club, its members, staff or officials in an inappropriate and unacceptable manner, and understand that this will result in the club following British Gymnastics guidance and may be subject to disciplinary actions.
 10. **Responsible behaviour and awareness of the consequences –**
Understand that what you post on social media is your responsibility, and failure to adhere to these guidelines may result in Spelthorne Gymnastics Club following guidance from Club officials and/or British Gymnastics to put in motion the most appropriate course of action. This may put your role at the club and/or membership at the club at risk.

Disciplinary Action

In the event these guidelines are not adhered to, Spelthorne Gymnastics Club will follow guidance from Club officials and/or British Gymnastics to understand the most appropriate course of action.

Reporting a Breach

If you come across any inappropriate or unlawful content online in relation to Spelthorne Gymnastics Club, its service, members, staff, etc. or any content that may otherwise been posted in breach of this policy, you should report the circumstances immediately to welfare@spelthornegymnastics.com

APPENDIX 1.

Acceptable use of internet and social networking platforms agreement

(Within this document 'young people' or 'young persons' refers to anyone under the age of 18 years.)

Spelthorne Gymnastics Club understands the importance of online communication for children's and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social networking platforms.

We kindly ask that all parents/carers spend some time reading through and discussing this statement with their child and then sign and return this form to their coach, a Club Welfare Officer, or the Club Wellbeing Officer.

Agreement of 16/17 year old in an official position at Spelthorne Gymnastics Club:

1. I will be responsible for my behaviour when using my phone at Spelthorne Gymnastics Club, including the content I access and how I conduct myself.
2. I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
3. I will not use social media or the internet to send anyone, especially Club members, Coaches, Officials, the Club, etc. material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
4. I will not use social networking sites to criticise or verbally abuse Spelthorne Gymnastics Club, its members, staff or officials in an inappropriate and unacceptable manner, and understand that this will result in the club following British Gymnastics guidance and may be subject to disciplinary actions.
5. I understand that I must follow the process detailed above if I require direct contact with another Club official, coach, staff member etc.
6. I understand that all my use of the internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at the Club.
7. I will not give out any of my personal information (such as name, age, address or contact number) online, or that of anyone else.
8. I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.
9. I will avoid using my mobile phone during activities as I understand that it will have an impact on my safety and my opportunity to deliver within my role, to learn and to achieve.
10. I am aware that if I am experiencing bullying behaviour or abuse online, I can contact a Club Welfare Officer, or the Club Wellbeing Officer.

11. I know I can contact Childline on 08001111 or at www.childline.org.uk if I have any worries about something I've seen or experienced online.