



Online Safety and Social Media Policy

Revision V4.0

Last revised: November 2024

This policy has been developed to inform our club members about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

Managing 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 2 members of the club will have access to each account and password.
- The account will be monitored by at least two designated administrators in order to provide transparency, who will have been appointed by the committee.
- The designated administrators managing our online presence will seek advice from our designated club welfare officers to advise on safeguarding requirements.
- Designated administrators will remove inappropriate posts by club members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved).
- Club sections should decline requests from children under 13 to join the club's social media accounts.
- MWBC will make sure all club members are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online.
- Identifying details such as a club members home address, school name or telephone number shouldn't be posted on social media platforms.
- Any posts or correspondence will be consistent with our aims and tone as a club.
- Permission for photographs or videos should be given before posting on social media.

Online behaviour

The MWBC code of conducts state the expected behavioural standards, this includes behaviour on social media. Here is some specific do's and don't's to consider before posting on social media:

- Pause and think about what you are saying and the impact it might have.
- Be careful, respectful and positive. You are personally responsible for what you post. If in doubt, don't post it.
- Think about your image – 'what do I want people to think about me or my club?'
- Consider who you are interacting with - you will likely come into contact online with under 18's. Familiarise yourself with safeguarding regulations in relation to

engaging with under 18's. Do not communicate with children via personal accounts.

- Respect confidentiality within the club.
- Remember many different audiences will see your posts including Club members, potential members, children, member's relatives, and friends.
- Be smart about protecting yourself, your privacy, and confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully and your privacy settings.
- Don't post content that discriminates against individuals or groups on the basis of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation.
- Don't write anything on social media channels that you wouldn't feel comfortable seeing in a newspaper or hearing on TV. Everything you write is posted as a direct quote i.e. 'Don't post what you wouldn't say to your mum/gran' or 'Think before you post' or 'Would I say this face to face with someone?'
- Don't speak negatively about other club members, competitors, officials or governing bodies. Never use slurs, personal insults or obscenity. Be professional and respectful.
- Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgement is impaired in any way. Be very careful what you say, do and post because once it's on a social media channel, it can go viral very quickly.
- Don't engage in on-line disputes and don't allow family or friends to argue on your behalf.

What we expect from our club volunteers

- Volunteers should be aware of this policy and behave in accordance with it.
- Volunteers should seek the advice of the club welfare officers if they have any concerns about the use of the internet or social media.
- Volunteers should not communicate with children via personal accounts.
- Volunteers should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using club accounts.
- Volunteers should make sure any content posted on public personal accounts is accurate and appropriate as club members may 'follow' them on social media.
- Emails or messages should maintain the clubs tone and be written in a professional manner, e.g. in the same way you would communicate in a professional setting, avoiding kisses (X's) or using slang or inappropriate language.
- Volunteers should undertake appropriate safeguarding training offered and gain a basic knowledge of the platforms and how to report or remove inappropriate content online.

- Any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our safeguarding procedure.

What we expect of club members

- Members should be aware of this online safety and social media policy and the behaviours set out.
- We expect members behaviour online to be consistent with the guidelines set out in the code of conducts and anti bullying statement.
- Members should take the necessary steps to protect themselves online. Children should follow the age restrictions set out by social media companies.

Policy breach

MWBC club members who breach this policy (and other related policies) will face a warning in the first instance. Perisistant breaches will be dealt with through the MWBC's grievance and disciplinary policy.

Any breaches of a safeguarding nature will be addressed through the MWBC's safeguarding policy and procedure and where appropraite will be reported to the relevant National Governing Body (NGB).

Whilst MWBC will try to moderate social media posts, if you do have any concerns or would like to make a complaint please contact the club welfare officer(s) or a member of the committee.

Related policies and procedures

- MWBC Club Rules
- MWBC Safeguarding Policy
- MWBC Code of Conduct
- MWBC Grievance and Disciplinary Policy
- MWBC Equality and Diversity Policy
- MWBC Anti Bullying Policy (inc Cyber bullying)