



## **ON LINE SAFETY AND COMMUNICATION POLICY**

To help create an enjoyable tennis environment for everyone, Ruthin Tennis Club endeavours to ensure that use of the internet What'sApp groups, and social media is undertaken safely. 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 within our organisation and who make use of technology such as mobile phones, tablets, internet.
- Provide staff, members, coaches and any volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- Ensure Ruthin Tennis Club under the LTA guidelines operates within the law regarding how we behave online.

### **Principles of this Policy**

The online world provides everyone with opportunities to access websites, apps, and other forms of digital communication. Ruthin Tennis Club has a duty to ensure that all children and adults are protected from potential harm online.

We have a responsibility as a tennis club to help keep children safe online, whether or not they are using Ruthin Tennis Club's network and devices.

All children, regardless of age, disability, gender, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Ruthin tennis Club believes it is essential to work in partnership with children, their parents, carers, and other organisations in helping them to be responsible in their approach to online safety.

### **We will seek to keep children safe and vulnerable adults by:**

- Understanding the potential risks including what is acceptable and unacceptable behaviour for any staff, tennis members, coaches, any volunteers, children when using websites, social media, apps and other communication devices.
- Being aware that no matter what device is being used for digital interaction, the same safety aspects apply whether it is a computer, Ipad, mobile phone games console. Facebook.
- Ensure that, when using social media, zoom conference platforms ensure that we adhere to relevant legislation and good practice.
- Ensuring the person managing our organisation online are suitably trained and experienced.



### **Managing our online presence**

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

- All social media accounts will be password protected, and at least two members will have access to each account and password.
- Social media presence and content will be open to scrutiny by Ruthin Tennis Club Committee
- If advice is required then the County Safeguarding Lead should be contacted or the LTA Safeguarding Team.
- Any inappropriate posts will be removed, and an explanation should be provided of its removal, and informing anyone who may be affected (as well as parents of any children involved).
- 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 only.
- Parents/guardians will need to give consent for picture images or videos of their children to be posted on social media.
- Parents will be asked to give their consent for Ruthin Tennis Club to communicate with their children through social media or by any other means of communication.

### **What we expect of Ruthin tennis Club staff: Members: Coaches and any Volunteers**

- Everybody should be aware of this policy and behave in accordance with the content.
- Any concerns, then they should seek the advice from the welfare officer. County Safeguarding Officer and LTA if they have any concerns about the use of the internet or social media.
- Any messages sent out to children and young people must be sent through the designated person responsible for the organisations on line presence.
- Any content posted should be accurate and appropriate
- Communication with parents is best through email or in writing, or use an organisational account, or website rather than via personal social media accounts.
- Any communication sent to children parents must be copied in as well.
- Any communication with children and parents must be done in a professional manner, avoiding the use of symbols such as kisses (X's).



#### **What we expect of parents/carers/ children**

- Children should be aware of this policy either directly or via their parents/carers
- Children should follow the guidelines set out in the LTA's acceptable use statement on all devices.
- Parents and carers should be aware of this policy and behave in accordance with its content.
- Parents and carers should seek advice from the County Safeguarding Lead and the LTA if they have any concerns about the use of the internet or social media.
- Parents/ carers should communicate with any staff, tennis member, coaches and any volunteers in the tennis club in a professional and appropriate manner.
- Parents/carers 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 phones or other devices Ruthin Tennis Club will take the following precautions to help keep children safe:

- Any staff, coaches, tennis member and club volunteers will communicate through parents directly or copy them into all messages to children.
- In some circumstances it may be necessary for coaches and tennis volunteers to message children directly to cancel sessions or rescheduling the lesson.
- If a child tries to engage a tennis member, coach or tennis volunteers in a conversation which is not of a professional manner (for example, their personal life) the member, coach or volunteer will:
  1. End the conversation or not reply
  2. Inform the Welfare Officer/County Safeguarding Officer as soon as possible and arrange to address the matter with the child and their parents appropriately.
  3. If the conversation raises safeguarding concerns, notify the LTA as soon as possible

#### **Using mobile phones/devices during activities.**

So that children can enjoy and actively take part in tennis activities, we discourage the use of mobile phones/devices. As part of this policy, Ruthin Tennis Club will:

- Make sure children are aware of how and who to contact if there is an emergency or a change to previously agreed arrangements.
- Advise parents that it may not be possible to contact children during tennis activities and provide a contact within the venue or organisation who will be reachable should there be an emergency.
- Explain to children how using mobile phones during activities can have an impact on their safety and their level of participation and achievement.