



Guernsey Walking Football Online Safety and Social Media Policy

Introduction

This policy provides guidance on how the GWFC uses the internet and social media, and the procedures for doing so. It also outlines how we expect the volunteers who work for us, and our participants, to behave online.

Aims

The aims of our online safety and social media policy are:

- To protect all people involved with the GWFC and who make use of technology (such as mobile phones, games consoles and the internet) while in our care
- To provide volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- To ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, the GWFC will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and participants – when using websites, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what 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 & Instagram) ensure that we adhere to relevant legislation and good practice guidelines.
- Provide training for the person responsible for managing our organisation's online presence
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including concerns of abuse or disclosures that take place online are written into our reporting procedures and incorporating online bullying (cyberbullying) in our anti-bullying policy.



Managing our 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 will have access to each account and password
- The account will be monitored by a designated person, who will be appointed by the GWFC management team
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- The designated person will remove inappropriate posts by participants, public or staff, explaining why, and informing anyone who may be affected
- Any posts or correspondence will be consistent with our aims
- Any concerns of participants, or the public about the running of our accounts will be directed to the designated person to address
- All of the GWFC accounts and email addresses will be appropriate and fit for purpose

What we expect of our volunteers

- They 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 internet or social media
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as “kisses” (x’s)
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to the GWFC reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- They should record and report without delay any situation where they feel the actions of themselves / others (including young people) may have compromised the organisation’s or their own professional standing. Such incidents should be reported to their line manager

Use of other digital devices and programmes

The principles of 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 organisation:

- We expect people to adhere to the guidelines surrounding online use and behaviour set out in this policy
- We’ll establish appropriate restrictions, on any device provided to prevent misuse or harm

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Guernsey Walking Football LBG
Registered Office: KGV Playing Fields, Rue Cohu, Castel GY5 7SZ
Registration number 67297 Charity number CH629