**Royal Cork YC Social Media Policy**

**Introduction**

This policy provides guidance on the procedures that will support and underpin the use of social media and communicating with children in your club, centre or course by communicating with children through mobile phone, text, email and all other social media communication channels such as Facebook, Snapchat, Whatsapp or Twitter. It is important that all staff, volunteers, coaches and officials, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

**Terms**

To protect all children and young people attending the club and who make use of technology (such as mobile phones, handheld devices and the internet to interact with the organisation.

To provide staff and volunteers with policy and procedure information regarding communicating with children.

To ensure the club is operating in line with Irish Sailing and Sport Ireland policies.

**Policy**

Coaches and leaders should never place themselves in a compromising position by texting or communicating via social media sites with children. All such communications should be sent via approved channels to the parents or guardians of the athlete.

The following should apply when communicating with children:

1. Use a club group text or online system for communicating with parents/guardians of athletes.

2. Do not communicate individually by text or online with children.

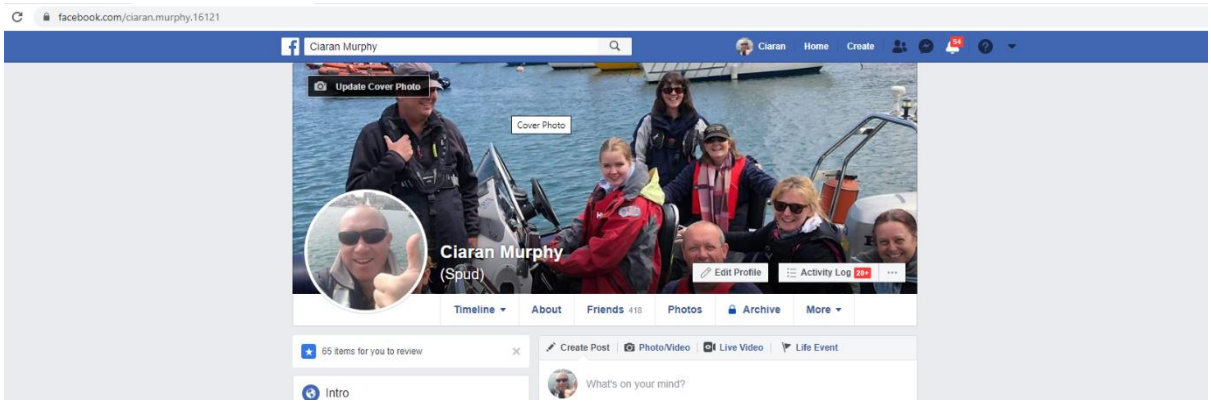
3. Do not engage in communications with children via personal social media sites.

4. Always use approved club group text or social media sites to communicate with children.

All club Facebook pages must be a group, organization and community or sports page. Just like the following:

For further details on social media please contact:
gavin@royalcork.com

A personal page should not be used by a club to communicate with children. Here is a sample of what a personal page looks like. It's the same as your own personal page which allows you to connect with family and friends




On a personal page, members add each other as friends allowing them to share all pictures and posts. All group, organization and community or sports Facebook restrict members to share information in an open space and does not require members to friend each other in order to access information. They simply 'like' the page to follow posts.

**E-safety checklist for clubs / centres**:

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.

2. When engaging with social media it is important to ensure to adhere to relevant legislation and good practice guidelines.

3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated

- reporting online concerns about possible abuse to the Statutory Authorities (HSE/Gardai)
- reporting breaches of terms of Irish Sailing policy to Club Committee / Centre Management

4. Decide how your sports webpage/profile will be managed within your club.

- vet administrators and those managing the webpage/profile
- training for the person/s managing the organisation's online profile
- involvement from your club's/organisation's Designated Liaison Person (Children's Officer)
- ensure any interactive content is moderated e.g. club social network page/boards/posts/tweets/forums etc.

5. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

6. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online.

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Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.

7. Address safety when adding content to your webpage/profile:

- promote safe and responsible use
- avoid taking personal details of children and young people
- when uploading content – 'think before you post'
- report fake or impostor webpage/profiles

8. Address safeguarding when promoting the club, sport, events and competitions.

**Annual declaration of review of club e-safety policy, procedures and good practice.**

Royal Cork Yacht Club

Review date: …….

The name of Designated Liaison Person: ……..

Actions to be completed:

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……..

……..

Signature: ……



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