

WBSA Safer Online & Social Media Policy

Note:

- The terms 'child' or 'children' apply to anyone under the age of 18.
- The term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child.
- The term 'official or Staff' applies to Committee members, tournament directors, coaches, referees and volunteers.
- All players and officials will be responsible for all associated parties and associated parties will be held to the same conduct and disciplinary procedures.

Our online safety statement:

This policy provides guidance on how WBSA uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff who work for us, and the children/adults who are members of our association, to behave online.

WBSA commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims:

- To protect all children/adults involved in WBSA and who make use of technology (such as mobiles phones, and the internet) while in our care.
- To provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure our association is operating in line with our values and within the law regarding how we behave online.

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Understanding the online world:

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

- Assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for staff, children/adults when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype.
- Be aware of how WBSA staff and the children/adults they work with use social media both inside and outside of our setting.
- Ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms.
- Provide training for the staff responsible for managing WBSA's online presence.
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures.
 - 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 2 members of staff will have access to each account and password.
- The account will be monitored by at least two designated members of staff in order to provide transparency, who will have been appointed by the WBSA committee.
- The designated staff managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements. (safeguarding@welshsnooker.com)
- Designated staff will remove inappropriate posts by children/adults or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved).
- We'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online. (safeguarding@welshsnooker.com)
- Identifying details such as a child's home address, school name or telephone number will not be posted on social media platforms.
- Any posts or correspondence will be consistent with our aims and tone as an association.

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- Parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication.
- Parents will need to give permission for photographs or videos of their child to be posted on social media. ([WBSA Photography & Filming Policy](#))
- Video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties.

What we expect of our Officials/Staff:

- To be aware of this policy and behave in accordance with it.
- To seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media safeguarding@welshsnooker.com
- To communicate any messages they wish to send out to children to the designated staff members responsible for the WBSA online presence. (safeguarding officer/media officer)
- Not communicate with children via personal accounts.
- Not to 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using WBSA accounts.
- To make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media.
- Rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use a WBSA account or website.
- Avoid communicating with children via email or WBSA social media outside of normal office hours.
- Emails or messages will maintain the tone of WBSA and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language.
- Staff will not delete any messages or communications sent to or from WBSA accounts.
- Staff will undertake all online safety training offered and gain a developing knowledge of the platforms children use 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 reporting procedures.
- At least one parent must be present during the delivery of any activities via video conferencing platforms at home.
- Any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency.
- Staff and children must not engage in 'sexting' or send pictures to anyone that are obscene.

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What we expect of children:

- Children to be aware of this online safety policy and agree to its terms.
- Children's behaviour online to be consistent with the guidelines set out in our acceptable use statement. (WBSA Acceptable Use Statement)
- Children to follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets, consoles.

What we expect of Parents:

- Parents to be aware of this online safety policy and agree to its terms
- Parents to protect all children's privacy online and think carefully about what content they share about our sport and WBSA online, where they share it, and who they're sharing it with.
- Parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents. [WBSA code of conduct policy – Parents](#)

Using mobile phones or other digital technology to communicate:

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- Staff will avoid having children's personal mobile numbers and will instead seek contact through a parent.
- We'll seek parental permission on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon.
- A method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another member of staff or to parents.
- Smartphone users to respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Staff to have a separate phone from their personal one for any contact with parents or children.
- Texts, emails or messages will be used for communicating information – such as reminding children or young people/adults about upcoming events, equipment needed, dress code, events/bootcamps/travel timings – and not to engage in unnecessary conversation.
- If a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
- End the conversation or stop replying.

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- Suggest discussing the subject further at the event/training.
- Inform the WBSA lead safeguarding officer in the interest of transparency (safeguarding@welshsnooker.com)
- If concerned about the child, provide contact details for the WBSA designated safeguarding officers (see below) or appropriate agencies and report any concerns using the WBSA reporting procedures (WBSA Reporting Procedures)

Using mobile phones during sports activities:

So that all children can enjoy and actively take part in WBSA's activities, we discourage the use of mobile phones during such activities. As part of this policy, WBSA will:

- Make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the WBSA.
- Advise parents that it may not be possible to contact children during activities and WBSA will provide a contact for all updates should there be an emergency.
- Explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation, concentration and achievement.
- WBSA will ask for all mobile phones to be put on silent when competition is live.
- WBSA will expect children/adults to keep their phones on for contact during national and international events.
- WBSA Wats App groups will be made for players and parents and all information will be shared.
- WBSA will have a minimum of 2 officials in the group, including safeguarding officers and coaches to support all players and parents.

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Further information for parents about keeping children safe online:**NSPCC**

The NSPCC's guidance for parents on online safety

<https://www.nspcc.org.uk/keeping-children-safe/online-safety>

Child Exploitation and Online Protection Centre (CEOP)

Child Exploitation and Online Protection Demand's website

<https://www.ceop.police.uk/Safety-Centre/>

The UK Safer Internet Centre

Safer Internet Centre's advice for parents and children

<https://saferinternet.org.uk/>

WBSA Designated Online Safety Officers:

Contacts for parents, children, adults and staff in relation to this policy and online safety:

WBSA Media Officer:

Name: Darren Gill

Tel: 07540 914236

Email: darrenjill@btinternet.com

WBSA Lead Safeguarding Officer:

Name: Anthony Krysa

Tel: 07743899147

Email: Safeguarding@welshsnooker.com

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WBSA Deputy Safeguarding Officer:

Name: Paul Taylor

Tel: 07446 289987

Email: paul.taylor@welshsnooker.com

WBSA Chairman:

Name: Andy Rogers

Tel: 07740 273648

Email: andy.rogers@welshsnooker.com

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Declaration of Consent & Compliance: (Child & consenting Parent)	
I have read, understood and will fully comply with the WBSA Safer Online Social Media Policy:	
Signature of Child:	
Print Name:	
Date:	
Signature of Consenting Parent/Carer:	
Print Name:	
Date:	

Declaration of Consent & Compliance: (Adult (over 18) & Carer)	
I have read, understood and will fully comply with the WBSA Safer Online Social Media Policy:	
Signature of Adult:	
Print Name:	
Date:	
Signature of Consenting Carer:	
Print Name:	

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Date:	
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Declaration of Consent & Compliance: (Official)	
I have read, understood and will fully comply with the WBSA Safer Online Social Media Policy:	
Signature of Official:	
Print Name:	
Date:	
Signature of Consenting Carer:	
Print Name:	
Date:	



Andy Rogers
WBSA Chairman



Anthony Krysa
WBSA Safeguarding Officer

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