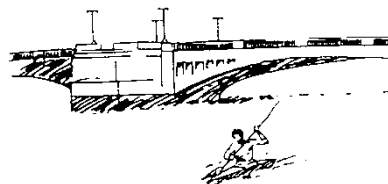


Reading Canoe Club

The Warren, Caversham, Berkshire, RG4 7TH
Telephone: 0118 947 7643



Social Media Policy

This policy applies to all members and parents/carers of members of Reading Canoe Club

This policy provides guidance on how Reading Canoe Club uses social media and the procedures for doing so. It also outlines how members and their parents/carers, where appropriate, are expected to behave. A social media policy is essential for Reading Canoe Club to protect its reputation and ensure that members are aware of the risks associated with social media use.

Staying safe online, and especially on social media, has never been a bigger concern for individuals and organisations alike. While social media provides excellent tools for Reading Canoe Club to engage with members and the public, it can also present a number of risks such as:

- Cyber bullying - through posts which are upsetting to people and often inaccurate
- Causing offence to individuals, or other clubs and organisations
- Exposure to inappropriate content, or nasty comments and pictures

Aim of the Policy

- To protect all members and parents/carers of members of Reading Canoe Club who use technology while participating in club activities.
- To provide all club members and their parents/ carers with a policy and procedure for online safety, instructions on how to respond to incidents and to ensure all members are operating within club values, Codes of Conduct and the law regarding online behaviour.

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 will have access to each account and password. Each account will be monitored by at least two designated members of the club in order to provide continuity and transparency, The designated members will have been appointed by the committee.
- the designated members managing our online presence will seek advice from our designated Welfare and Safeguarding Team to advise on safeguarding requirements.
- the designated members will remove inappropriate posts by members, explaining why, and informing anyone who may be affected (as well as the parents/carers of any children involved)
- we will make sure members are aware of who manages the club's social media accounts and who to contact if they have any concerns about something that's happened online
- our account, page and event settings will be set to 'private' so that only invited members can see their content
- parents/carers will need to give permission for photographs or videos of their child to be posted on social media.
- when using online social media platforms (inc Facebook, Instagram etc) the club will ensure it adheres to relevant legislation and good practice guidelines.

Expectations of Members and Parents/Carers Using Reading Canoe Club's Social Media

- All members, their parents, and carers, as appropriate, are aware of this policy.
- Club members should seek advice of the Club Welfare Team if they have any concerns about the use of the internet or social media.
- Coaches/volunteers should not communicate with juniors via personal accounts or private messages. Communication with juniors should be via the parents or at least have one other adult copied in.
- All members must use common sense: Use your best judgment at all times. If you are uncertain if something is inappropriate or questionable, don't post it.
- All members must mind their manners: Be respectful, kind and civil. The club will not tolerate discrimination or hateful comments about anyone.
- All members must be aware of confidentiality: Only reference information that is publicly available. Do not disclose any information that is confidential without prior consent. For example – a personal telephone number of a coach
- All members will adhere to Reading Canoe Club's Code of Conduct.

Photographs/Videos

Make sure you have the correct permissions in place before taking and using photographs or videos. When a young member joins Reading Canoe Club, their parent or carer will fill out a Membership Form. This allows parents, carers, and young members to take control of how and where their images are used. This is the same for adult members.

Membership of Social Media Groups.

Membership of Reading Canoe Club's Facebook page will be for current members and Parents/Carers, as appropriate. Once members leave the club, they are removed from the Facebook page.

Date	Who	Comment
24/1/24	Nick Wright/Tamsin Phipps	Draft Policy
23/4/24	RCC Committee	