

Online safety and social media policy

This policy has been developed to inform Lingfield Running Club members about using social media, so people feel able to participate, while being aware of their responsibilities and obligations. This policy provides practical guidance allowing all parties to benefit from using social media, while minimising potential risks and protecting those involved.

Managing 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 two members of the club will have access to each account and password.
- The account will be monitored by at least two designated volunteers to provide transparency, who will have been appointed by the club committee
- The designated volunteers managing our online presence will seek advice from our designated Welfare Officer to advise on safeguarding requirements.
- Designated volunteers will remove inappropriate posts by club members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved).
- Clubs should decline requests from anyone under-18 to join the club's social media accounts.
- We'll make sure all club members are aware of who manages our 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.
- Identifying details such as a club member's home address or telephone number shouldn't be posted on social media platforms, without their express permission.
- Any email, posts or correspondence will be consistent with our aims and tone as a club.



Online behaviours

Here are some specific do's and don't's to consider before posting on social media:

- Pause and think about what you are saying and the impact it might have.
- Be careful, respectful and positive. You are personally responsible for what you post. If in doubt, don't post it.
- Think about your image – 'what do I want people to think about me or my club?'
- Remember many different audiences will see your posts including Club members, potential members, children, members' relatives, and friends.
- Be smart about protecting yourself, your privacy, and confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully, and your privacy settings.
- Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgement is impaired in any way. Be very careful what you say, do and post because once it's on a social media channel, it can go viral very quickly.
- Don't post content that discriminates against individuals or groups based on age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation.
- Don't write anything on social media channels that you wouldn't feel comfortable seeing in a newspaper or hearing on TV. Everything you write is treated as a direct quote i.e. 'Don't tweet what you wouldn't say to your mum/gran' or 'Think before you tweet' or 'Would I say this face to face with someone?'
- Don't speak negatively about other club members, competitors, officials or governing bodies. Never use slurs, personal insults or obscenity. Be professional and respectful.
- Don't engage in on-line disputes and don't allow family or friends to argue on your behalf.
- Don't use club social media for fundraising purposes, due to the number of charity runners in the club.
- Don't advertise your business services via club social media.
- Seek the advice of the club's welfare officer if you have any concerns about the use of the internet or social media.



What we expect of club members

- Members should be aware of this social media policy and the behaviours set out.
- We expect members' behaviour online to be consistent with the guidelines set out in the EA codes of conduct to which they have signed up.
- Members should take the necessary steps to protect themselves online.

Policy breach

Club members who breach this policy (and other related policies) will be dealt with through the club's grievance and disciplinary policy and procedure.

Any breaches of a safeguarding nature will be addressed through the club's adopted safeguarding policy and procedure and, where appropriate, will be reported to UK Athletics.

While the club will try to moderate social media posts, if you do have any concerns or would like to make a complaint, please contact the club welfare officer or any committee member.

Related policies and procedures

- Club Constitution
- Adult Safeguarding Policy
- EA Codes of Conduct
- Club Grievance and Disciplinary Policy
- Club Inclusion Policy

Useful contact

- welfare@lingfieldrunningclub.co.uk
- UKA 07920 532552/
safeguarding@uka.org.uk
- EA welfare@englandathletics.org
- The UK Safer Internet Centre
<https://saferinternet.org.uk/>
- Anti-Bullying Alliance
www.antibullyingalliance.org