



ST Columba & Torpoint RFC Safeguarding Policy Relating to Social Media.

Website and Message Board

The club Website is a key part of the daily operation of the club. In particular, the message board on the website is the primary means of communicating with parents, players and members. They are also a very safe way to communicate with children given their wide accessibility.

However, in the same way that ST Columba & Torpoint RFC has responsibility for the physical safety of youth members when on the club's premises, the club will also ensure that there is nothing on its' website which could harm a child, directly or indirectly. The club is responsible for the content of its website. Message board content, which can be posted by all members once granted access by administrator, will be moderated by board moderators to ensure inappropriate content is removed.

Given our club website and message board are open to the public there are 2 key risks to guard against when posting information:

1. Disclosing personal information about a child to people accessing the website. This could be the child's name, address, or any information about a child's life, interests or activities which would help a stranger target a child or engage that child in conversation.

2. Abusive or inappropriate content (photos, video or text), on the site itself. This includes material which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a clubs' activities.

Online Photos and video

Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, activities or interests) is also disclosed. Furthermore, posting an image on a website carries a risk that the image could be taken and adapted for an inappropriate use.

RFU Recommendations:

- Use group images, rather than individual images.
- For images of individual children (such as in action shots) where possible use models or illustrations or if of an individual do not use full facial image.
- Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image
 - If a child is named on the site, do not include an image (individual or group). If a child features in an image on the site, do not use the child's first name or last name, either in text on the site or in the image file name.
- The club will abide by all RFU recommendations regarding photo and video images and will obtain consent from the appropriate responsible person(s) before using any images of children or vulnerable adults on its website. Consent request clauses are included in the registration form which is completed each season and are also held by the Club age group administrators.

Webcams and Live Image Streams

The club will not use webcams to stream live images of children or vulnerable adults (Except around the bar area within the club house, its files stored on a secure server, only designated DBS checked persons have access to this), and if use of a webcam to broadcast images of children or vulnerable adults is requested, the safeguarding officer at

The club will contact the RFU for further guidance before permission is granted.

Mobile and Online Communication with Children

Technology is moving very fast in this area. There are now many different ways for people to communicate. In addition to landlines, there are mobile phones for voice and text, and most new phones incorporate cameras that take still shots and video. Two-way video calling is commonplace. On-line communication can be by email, instant messaging and social networking sites.

The risks posed by such methods of communication arise from:

- The privacy. It is often one-to-one
- The wide range of content that can be transmitted, including content of a violent, sexual or hateful nature
- The ease with which images can be forwarded onto others
- The difficulty in knowing truly who you are communicating with. Where grooming happens, it often involves this type of communication.

In sport, there are additional risks:

- Inappropriate pressure can be exerted by adults, particularly coaches, on children (such as to play when injured)

- There can be inappropriate criticism of a young player's performance
- An official position or role within a club, such as coach, can carry with it a level of authority and engender a level of trust that facilitates the control of a child.

Against this background, the club will abide by all RFU guidance with regard to mobile and online communication with children and vulnerable adults and will cascade any information for them to the parents (or carer) of that child or vulnerable adult. The club will not directly contact a child or vulnerable adult directly by mobile phone unless prior consent is given by the parent or carer.

Club Guidelines:

- All Age Group communications – for example fixture information, team selection – should be sent via the club message board. Emails can be sent linking to the message board as a reminder to parents to check the message board. Emails should only be sent using email groups comprising email addresses given by parents. An email should not be sent to a child unless the parent is also copied. Such emails should only come from age group coaches or administrators as communicated to parents.
- Other online (Social Media) services. No club member may initiate a social media outlet that is directly linked and intended to be used by the club members without the express permission of the club executive committee or youth matters, the respective youth committees. Administrators of social media outlets must ensure the content complies with the Website and Message Board policy above. Further:
- Twitter can be used for broadcasting information but must not be used for 1-1 (Direct) Messaging between Adults and

Young People. Content must conform to the Website and Message Board policy above

- Facebook. Communication via Facebook is permitted only via public club Facebook pages where the content is public and conforms to the Website and Message Board policy above. Private, closed groups and 1-1 messaging between Coaches and Young People is not permitted.

Other online and social media services whether public or private are not permitted. Requests to add other services to the approved list should be directed to the Club Safeguarding Officer.

- SMS Messaging (Texting): Club officials and coaches should only communicate directly with individual children by text at any time, on any matter, if the parent or carer is copied on such communication or there is an immediate risk to the welfare of that child which can be lessened by such contact.
- Telephone: When communication by phone is needed, club officials and coaches can speak to individual young people on phones provided they have prior consent from the child's parents or carer and from the young person if old enough to understand.

ST Columba & Torpoint RFC Club Photography Policy

Overall Principles:

The club's photography policy derives from the RFU's policy. The basic principles are:

- Permission: Every parent or carer has the option to decline permission for the taking and publication of images/videos of a young person in their care
- Appropriate Circumstances & Attire: Photography/video must be undertaken in appropriate circumstances. All young people must be appropriately attired at all times
- Publication and Identification: Publication should not be done in such a way that young people are identifiable; images should be published without accompanying sensitive personal details such as a young persons' address
- Focus of the Photography: The imagery should focus on the activity rather than any particular individual
- Equity Policy: Wherever possible, imagery should reflect the diversity of the young people making up The Clubs membership
- Third Party Photography: Whenever professional photographers or outside media are invited or commissioned, the Club will require identification and safeguarding measures to ensure only the proper use and dissemination of imagery

Circumstances of photography/video

Photographs/videos of junior players are usually taken in the following contexts. This list is not exhaustive.

- Coaching - video may be filmed and used thereafter for coaching purposes
- Action photographs - general photographs of players during a game

- Team photographs - posed group photos of teams
- Awards and ceremonies
- Press coverage - local, national and specialist rugby media photographs/video
- Tours and festivals - at other clubs and grounds which will be subject to the host clubs policy permission.

All parents/guardians are asked to indicate on registration forms if they do not consent to the taking and use of photographs/videos featuring their children throughout the season. If consent is not withheld, the parent or carer permission continues throughout the season, terminating at its conclusion, unless the parent or carer notifies the squad manager and club safeguarding officer, in writing, of a change of mind.

The result of withholding or withdrawing permission is that the club reserves the right to require the parent or carer to be present throughout an event where photo/video is expected to be taken and to undertake to supervise and monitor the event for the purpose of safeguarding their child.

Focus and content of the imagery

Images taken by parents, carers, supporters and coaches at the club's grounds, and at away games, tours and festivals where the host club applies no stricter policy, should comply with the following restrictions:

1. The club adopts the RFU guidelines on appropriate dress for young players. These recommend that all young people featuring in photographs/videos be appropriately dressed with outer clothing/ garments covering their torso between the bottom of the neck and the thighs i.e. a minimum of a vest/shirt

and shorts. For formal photographs players should be properly dressed in Club kit.

2. Wherever possible the club also undertakes to reflect the RFU equity policy. Accordingly photographs/videos should represent the diversity of young people participating in rugby at the club.

3. Photographs/video should focus on the activity rather than any particular young person, where possible photography of young people should concentrate on small groups of players.

Sensitive Information

Photographs/videos should not include nor be accompanied by sensitive information which might enable a stranger to identify the players. Such information might include, but is not limited to, an image of the players, parent or guardian, the players full name, age, address, email address, telephone number or such personal details of the parent/guardian or the parents/guardians personal details.

Publication by the Club of Imagery

The club must have general parent or carer permission to use an image of a young person (see above). When such permission has been given, the Club may publish photographs/videos in its own materials or via third party media organisations such as the local press. Such publication of photographs/videos will not include any sensitive information described or identified above of the young people or of their parents or carers.

Where the reason for publication is an individual achievement (i.e. a players selection for a representative side, triumph over adversity), particular attention will be paid to ensuring specific

permission is also secured from the young person to use their image.

Publication by Others of Imagery

The club must have general parent or carer permission to use an image of a young person (see above).

Photography/Video by the media or third party

The club reserves the right to invite photographers from the local media or rugby specialist press to record the clubs events. If it does so it undertakes that it will;

1. Require any such photographers to register upon arrival at a club event; to carry with them, at all times, bona fide and appropriate identification which must be produced on request and to abide by the overarching principles set out above
2. Inform parents and participants that one or more media photographers will be present and
3. Not approve/allow unsupervised access to the players, one-to-one photography sessions with players, nor photo sessions outside the event or at any players home.

Use of photographic/video equipment by parents/guardians and adult supporters

Parents and carers are advised that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the squad manager, to an event organiser or to an official so that these may be recorded and dealt with in the same manner as any other child protection concern.

If parents or carers or adult supporters wish to take images of a game, session, or event at a club ground, they must ascertain whether any member of the squad has had permission withheld

for photography; at any other ground they must also be prepared to comply with the policy of the host club.

In addition, wherever the club's young players are playing photographers may be required to identify themselves and state their purpose for photography/videoing an event. They must, if advised that any visiting or host clubs young player withholds permission for photography, cease doing so immediately unless able to come to an arrangement with that players parent or guardian.

The club reserves the right to contact authorities in the event that any individual refuses to stop taking photographs/video or refuses to identify themselves upon challenge by the club.