



Epsom and Ewell Harriers Digital Safeguarding Policy

This policy forms part of Epsom & Ewell Harriers commitment to safeguarding the welfare of young people and adults at risk.

Policy statement

Epsom & Ewell Harriers believes and requires that in all matters concerning safeguarding, the welfare and protection of individuals at risk is the paramount consideration.

It is the policy of Epsom & Ewell Harriers to ensure that the welfare of all young people and adults at risk who are involved in club activities are safeguarded by protecting them from physical, sexual and emotional harm, regardless of their gender, ethnic or national origin, sexual orientation, disability, religion or beliefs, race, age or personal characteristics.

The purpose of this policy is to:

- ensure that all young people and adults are kept safe from harm when interacting digitally with Epsom & Ewell Harriers
- ensure the safety and wellbeing of young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide all adults associated with the club with the overarching principles that guide our approach to digital safety
- ensure that, as a club/charity and as individuals, we operate in line with our values and within the law in terms of how we use digital devices and services

The policy statement applies to all members, coaches, officials and direct volunteers involved in Epsom & Ewell Harriers' activities. All are also governed by relevant legislation and by the guidance provided by the Local Area Partnerships (with regard to safeguarding / child protection and how incidents should be reported).

Definition

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'. Epsom & Ewell Harriers is committed to the safeguarding and protection of all athletes, associate members, coaches, officials and volunteers and users of our website and Facebook page, and we apply the same safeguarding principles to Epsom & Ewell Harriers' activities whether they are offline or online.

Role and Responsibilities

All members, and in particular coaches, are responsible for ensuring that they:

- have an up-to-date awareness of this document, Epsom & Ewell Harriers' current digital safeguarding policy
- have read and understood Epsom & Ewell Harriers' safeguarding and welfare policy
- report any suspected misuse or problem to the Club Welfare Officers (CWOs) – specifically where it is believed that a young person's welfare is at risk.
- make sure that digital communications with children and young people are appropriate and do not put young people at risk



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- ensure that their digital activity does not compromise their responsibilities to young athletes
- ensure that their digital activity does not bring Epsom & Ewell Harriers into disrepute.
- not access anything illegal, harmful or inappropriate in the presence of club members
- report any illegal, harmful or inappropriate behaviour.
- not share personal digital information (e.g. social networking profiles) with the children and young people that they meet through their role with Epsom & Ewell Harriers.
- not deliberately bypass any systems designed to protect the charity or young people
- abide by any club data protection policies.
- not share personal passwords or those of other users.
- not download anything that they do not have the right to use.
- think carefully about how any digital communication might appear to a third party. Compared with a conversation in the real world, technology increases the potential for messages to be seen out of context, misinterpreted, or forwarded to others. The use of sarcasm and innuendo are not appropriate and at no time should there be any personal communications, 'banter' or personal comments between adults and children/young people.

Social media

- Coaches and volunteers will not use Epsom & Ewell Harriers social media to infringe on the rights and privacy of others or make ill-considered comments or judgments.
 - Epsom & Ewell Harriers social media accounts must not be used for personal gain.
 - Coaches and volunteers must ensure that confidentiality is maintained on Epsom & Ewell Harriers social media.
 - Admin rights to any Epsom & Ewell Harriers social media accounts must be relinquished when administrators cease to volunteer for Epsom & Ewell Harriers.
 - Anonymous posts are discouraged in relation to Epsom & Ewell Harriers activity.
- If a conversation turns and becomes offensive or unacceptable, Epsom & Ewell Harriers users should block, delete and report other users or their comments/posts to the CWOs.

Use of images

Many Epsom & Ewell Harriers activities involve recording images. These images may be made for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

The following guidelines must be observed:



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- Permission to use any photos or video recordings should be sought. For junior athletes, permission should be obtained from parents/guardians and a record kept by the Coaching Secretary. If anyone, for any reason, asks not to be filmed or photographed then their wishes should be respected.

Only designated coaches/club members should take photographs of junior athletes and parents/guardians should be informed who is the designated photographer for their child.

- Coaches and volunteers should avoid sharing or uploading junior athletes' pictures online other than via Epsom & Ewell Harriers owned social media accounts (closed Facebook group). It is acceptable to repost content that is from Epsom & Ewell Harriers owned social media accounts.
- Coaches and members should exercise their professional judgement, in line with the club safeguarding policies, about whether an image is appropriate to share on Epsom & Ewell Harriers social media accounts. Junior athletes should be appropriately dressed, not be subject to ridicule and must not be on any list of children whose images must not be published e.g. social services, adoption or Children Looked After.
- If a member or coach inadvertently takes a compromising picture which could be misconstrued or misused, they must delete it immediately and report it to the CWO.
- All images of junior athletes must be deleted from personal devices once they've been uploaded to the club website or Facebook page, or shared with the parents of the junior athlete in the image.
- First names only should be used in any captions or editorial where an image is used. Name and county / home town can be added but only if the specifics are important for context. If surnames are required e.g. press articles, permission must be sought from the participant / Award holder or parent / carer / guardian, (for under 18s).

Mobile phones, text messaging and emails

Communication between coaches and junior athletes by whatever method, should take place within clear and explicit boundaries.

When using digital communications, coaches should: -

- only make contact with junior athletes for reasons related to club activities.

Either make contact with junior athletes via their parents/guardians or copy parents/guardians in on all communications.

- not share any personal information with junior athletes e.g. should not give their personal contact details to junior athletes including email, home or mobile telephone numbers.
- not request, or respond to, any personal information (e.g. home life, relationships etc) from junior athletes, other than that which might be appropriate as part of their coaching role, or if the child is at immediate risk of harm.
- be aware of and use the appropriate reporting routes available to them if they suspect any of their personal details have been compromised.
- ensure that all communications are transparent and open to scrutiny.
- be careful in their communications with junior athletes so as to avoid any possible misinterpretation.



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- copy in parents/carers if texting or emailing children/young people under the age of 18 or adults at risk, regardless of if the young person does not include them on any replies. Coaches need to report any issues to the CWOs via eehwelfare@gmail.com

Web-cams, Skype, Zoom, MS Teams, GoToMeeting and other video conferencing tools

Webcam based conference calls can be used for individual calls and group calls and are considered appropriate if a team or training group needs to discuss plans for events and activities. They may also be used for coaching sessions during the Covid-19 pandemic, in accordance with UK Athletics, government and CPSU (Child Protection in Sport) guidelines (<https://thecpsu.org.uk/help-advice/topics/online-safety/>).

When coaches are communicating with those under 18, they must choose a platform that:

- Enables individual users to join without setting up an account.
- Allows individual users to join without sharing their email address or other personal details. This may be achieved by using the bcc function on email when sending out the link for the online meeting.
- Is free from marketing and advertising.
- Avoids as far as possible sharing individual users' phone or email address with other users.
- Is flexible, enabling individual users to switch on and off their mics and webcams.
- Uses a secure and encrypted connection
- Is suitable for the target age group and that enables their participation.

Two adults should be present in all virtual group meetings with young people and it is good practice to set a start and finish time.

Coaches must obtain parental consent before webcams are used. Before seeking such consent, full details of why a webcam is to be used should be provided. This should also include information on the use of images, who is to be given authority to view them, and the security measures which will be implemented to prevent unauthorised access.

It is not recommended that meetings with young people are recorded. However, if recording takes place, children, young people, parents and carers and coaches should be consulted. Written consent should be obtained from all parents and carers. Recordings should be retained for a limited period only and for no longer than their intended purpose. It is the responsibility of the person who initiated any recording to ensure that all copies are destroyed after the stated date.

Chat rooms and instant messaging

The use of instant messaging (e.g. WhatsApp) and chat rooms (e.g. House Party) with junior athletes is discouraged, although the former can be useful. A minimum of two DBS-checked adults must be members of any instant messaging or chat room to monitor the content and act as administrators for social media activities.

Any communication should be restricted to 'group topics' or subjects linked to Epsom & Ewell Harrier's aims and principles e.g. information about races and training. It is not appropriate for adults to have private non-club related electronic communication with junior athletes.



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