

## Online safety Policy

### Total Gymnastics Academies trading as Beth Tweddle Gymnastics (BTG)

Lead Safeguarding Officer

Susan Farndon: 0161 979 0611 / 07825 551 746

Email: [susan.farndon@btgymnastics.co.uk](mailto:susan.farndon@btgymnastics.co.uk)

Deputy Safeguarding Officer

Jenny Chapman: 0161 979 0611 / 07923 215 796

Email: [jenny.chapman@btgymnastics.co.uk](mailto:jenny.chapman@btgymnastics.co.uk)

Email for safeguarding enquiries: [welfare@btgymnastics.co.uk](mailto:welfare@btgymnastics.co.uk)

Date	October 2021
Written by	Beth Tweddle Gymnastics Safeguarding Lead
Adopted by Beth Tweddle Gymnastics	October 2021
Review date	Next Review date October 2022
Adapted from	NSPCC Safeguarding and Protecting Children online safety Policy and British Gymnastics Safeguarding and Protecting Children Online Policy

## Table of Contents

<b>1. Online safety policy</b> .....	<b>3</b>
<b>1.1 Overview</b> .....	<b>3</b>
<b>1.2 The purpose of this policy statement</b> .....	<b>3</b>
<b>1.3 Legal Framework</b> .....	<b>4</b>
<b>1.4 Understanding the online world</b> .....	<b>4</b>
<b>1.5 Managing our online presence</b> .....	<b>5</b>
<b>1.6 BTG’s commitments</b> .....	<b>6</b>
<b>1.7 BTG’S expectations of our gymnasts and parents</b> .....	<b>7</b>
<b>1.8 Using mobile phones or other digital technology to communicate</b> .....	<b>7</b>
<b>1.9 Reporting any incidents/concerns</b> .....	<b>7</b>
<b>1.10 Using mobile phones during gymnastics sessions</b> .....	<b>8</b>
<b>1.11 Providing Online resources:-</b> .....	<b>8</b>
<b>1.12 Providing Online events/sessions:-</b> .....	<b>8</b>
<b>1.13 Use of other digital devices and programmes</b> .....	<b>8</b>
<b>1.14 Useful Contacts</b> .....	<b>9</b>

## 1. Online safety policy

This policy should be read alongside Beth Tweddle Gymnastics' policies and procedures on child protection and safeguarding. More information about safeguarding and child protection can be found at [learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection](https://learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection).

### 1.1 Overview

This policy provides guidance on how Beth Tweddle Gymnastics uses the internet and social media, and the procedures for doing so. It also outlines how we expect our staff, delivery team and volunteers who work for us, and the children or young people who are members of our organisation to behave online. There has been a growing awareness in sport of the increasing communication by adults and children and young people online. There are both positives and negatives for online use and this policy aims to safeguard and protect children and young people who are taking part in BTG's activities.

BTG recognises the increase in the use of social networking sites and online gaming which enables communication online and is growing very quickly. It also recognises the increase in the use of social media sites to post pictures, videos, write blogs and stream live.

### 1.2 The purpose of this policy statement

BTG works with children and families and aims to give the opportunity to every child to do gymnastics. This is fulfilled through gymnastics sessions during curriculum time in a primary school education setting (in the primary school hall – both in person and virtually) and in an after-school setting at various venues within the community including in schools and leisure centres and our own purpose-built centre, (Beth Tweddle Gymnastics Centre Bolton). BTG also offer a curriculum offering through an online physical literacy programme delivered via the school. BTG offers gymnastics events (competitions and meet and greets) both in person and virtually.

The purpose of this policy statement is to:

- Ensure the safety and well-being of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff, delivery team and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

### 1.3 Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales [select the relevant nation]. Summaries of the key legislation and guidance are available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

### 1.4 Understanding the online world

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

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console, watches.
- When using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines
- Regularly review existing safeguarding policies and procedures to ensure online safeguarding issues are fully integrated, including, making sure concerns of abuse or disclosures that take place online are written into our reporting procedure and incorporating online bullying ('cyberbullying) in our anti-bullying policy

- Provide training for the person responsible for managing Beth Tweddle Gymnastics' online presence

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Beth Tweddle Gymnastics' activities.

### 1.5 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 a least 3 members of staff will have access to each account and password
- The account will be monitored by designated people, who will have been appointed by Beth Tweddle Gymnastics
- The designated people managing our online presence will seek advice from our designated safeguarding lead on safeguarding requirements
- The designated people will remove inappropriate posts by children or staff or the public, explaining why and informing anyone who may be affected (as well as the parents of any children involved)
- Identifying details such as child's home address, school name or telephone number shouldn't be posted on social media platforms
- Any posts or correspondence will be consistent with our aims
- We'll make sure children and young people and parents are aware that Beth Tweddle Gymnastics control our social media accounts and who to contact ([welfare@btgymnastics.co.uk](mailto:welfare@btgymnastics.co.uk)) if they have any concerns about the running of the account
- Parents will be asked to give their approval for us to communicate with their children through social media or by any other means of communication if they are a part of the Beth Tweddle Gymnastics Team (young leader, volunteer or coach)
- Parents will need to give permission for photographs or videos of their child to be posted on any of Beth Tweddle Gymnastics' social media accounts. This will be done upon registration of their gymnastics sessions.

- Photographs will be taken at our events and all parents/guardians/carers will be asked to notify us should they wish their child not be photographed and they will be identified to our team.
- All of our accounts and email addresses will be appropriate and fit for purpose

## 1.6 BTG's commitments

### **What we expect of our staff, delivery team and volunteers:-**

- 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
- To communicate any messages, they wish to send out to children and young people to the designated person responsible for Beth Tweddle Gymnastics' online presence
- Should not 'friend' or 'follow' children or young people from their personal accounts on social media
- Should make sure any content posted is accurate and appropriate as children/young people may follow them on social media
- Should not communicate with children/young people via personal accounts or private messages (unless they are a part of the Beth Tweddle Team as a young leader, coach or volunteer) and parents' approval has been received.
- Use Beth Tweddle Gymnastics accounts (organisations email, social media, letter or face to face) to communicate with parents
- At least one other member of staff should be copied into any emails sent to children or young people and staff should avoid emailing with children at inappropriate times.
- Emails should be signed off in a professional manner
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to Beth Tweddle Gymnastics' safeguarding reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- Must not engage in sexting or send pictures to anyone that are obscene, indecent or menacing with children and young people

## 1.7 BTG'S expectations of our gymnasts and parents

### **What we expect of our gymnasts and parents:-**

- Gymnasts and parents should be aware of this online safety policy and agree to its during registration
- We expect children and young people's and parent's behaviour online to be consistent with the guidelines set out in our policy.
- Gymnasts and parents should not try to 'add', 'friend' any members of our staff, delivery team or volunteers

## 1.8 Using mobile phones or other digital technology to communicate

When using mobiles phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure children's and young persons' safety:-

- Staff will communicate only with the parents of the gymnasts using the contact details registered by the parent/guardian when registering their gymnast
- There will be no direct communication (except during their face to face session) with the children, all communication will be with the parent using the contact details registered by the parent/guardian when registering their gymnast.
- Texts to communicate any information will be sent to the parents' numbers and not the gymnasts
- Beth Tweddle Gymnastics does not record any individual gymnasts' personal number unless they are a part of the Beth Tweddle Gymnastics team (a young leader, volunteer or coach) and have had parents' approval.

## 1.9 Reporting any incidents/concerns

To report any concerns or incidents, this should be done in the same way as indicated for reporting a safeguarding issue in the Beth Tweddle Gymnastics safeguarding policy.

### 1.10 Using mobile phones during gymnastics sessions

So that all of our gymnasts can enjoy their sessions, we discourage the use of mobile phones during their sessions. They are allowed for emergency use. Children will not be allowed to use their mobile devices during their session.

### 1.11 Providing Online resources:-

From time to time Beth Tweddle Gymnastics may provide online resources for our gymnasts.

To ensure the gymnasts' safety, Beth Tweddle Gymnastics will:-

- Request that a parent is present for all activities that their gymnast takes part in
- Upload the videos onto the parents/guardians/carers' portal account which is accessible by the registered user using their unique username and password

### 1.12 Providing Online events/sessions:-

From time to time Beth Tweddle Gymnastics will run online virtual events/sessions. To ensure the safety of the participants, Beth Tweddle Gymnastics will:-

- Provide a password protected online platform or a URL to a hidden page on the BTG website which will be removed after a certain period of time
- Participants have to have an adult present with them throughout the event
- No recording of the virtual events/sessions will happen
- Participants will be asked not to take any photos throughout the sessions
- Individuals have to keep their cameras on at all times to ensure that we can see an adult present at all times

### 1.13 Use of other digital devices and programmes

The principles in this policy apply no matter what current or future technology is used including computers, laptops, tablets, web-enabled games consoles and smart TV's – and whether an app, programme or website is used.

If any digital devices are used as part of activities within the organisation:-

- We expect children and young people to adhere to the guidelines surrounding online use and behaviour as highlighted in this policy



**As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.**

#### 1.14 Useful Contacts

**Useful contacts for further information on online safety:-**

NSPCC Helpline - 0808 800 5000 & [www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Exploitation and Online protection centre (CEOPC) – [www.ceopc.police.uk](http://www.ceopc.police.uk)

The CPSU - [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

Childnet – [www.childnet.com](http://www.childnet.com)

Childline – 0800 111

The UK Safer Internet Centre - [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

KIDSCAPE Parent Helpline (Mon-Fri 10-4pm) 0845 1205 204

Parentline Plus 0808 8002 222

Local authority designated officer (LADO)

Multi-agency safeguarding hub <https://www.gov.uk/government/news/working-together-to-safeguard-children-multi-agency-safeguarding-hubs>