



Electronic Communication

Introduction

With the increasing use of electronic communication, mobile communication and social media sites, Lifesavers Jersey has developed the following policy to safeguard all its members whilst allowing communication of club sessions and events.

It is accepted that a number of the younger members wish to communicate with other members outside of club events. Lifesavers Jersey Facebook Group has been set up to allow communication between club coaches and members or member's parents / guardians. Lifesavers Jersey Group is a closed Facebook group to allow members to discuss club matters concerning the club. This means that anyone can find the group and see our club's front page but no further information. This protects the group's member's details and any postings within the group from being viewed by outsiders.

The policy is written under several subheadings that may or may not affect every member. It is important to understand your responsibilities prior to joining the group.

Photographs

All members will be requested to consent over the use of photography in their membership form. If there is an intention to take photographs by professionals or club staff this will be communicated to members with the purpose of the photographs stated. Only members that have signed consent forms will be included in photographs.

All photographs that are to be published or used on media sites will be issued for approval to the members or parents or guardians of the members. Club photographs will only take place during club events and at venues agreed by the coaching staff or committee members.

Parents, guardians and spectators should be asked to register at an event if they wish to use photographic equipment including mobile phones other than for personal use.

Emails

Guide for club officials and coaches

Emails from club officials and coaches will be sent to members over 18 years of age. Emails to younger members must be sent to the parent or guardians of members under the age of 18 years as detailed in the membership form.



Electronic Communication

Guide for coaches between 16 and 18 years

It is accepted by Lifesavers Jersey that coaches aged between 16 and 18 years may need to communicate with other coaches and officials. In some instances, it may be detrimental in the junior coach's development and the club's development to prevent communication. In such cases, if the parent of a junior coach and the junior coach themselves requests to have contact with an adult club officer the club should.

- Gain written consent of the parent or guardian and junior coach to have such contact naming the individual adult and social networking site concerned
- Ensure the named adult signs an agreement to keep the contact with the junior coach to matters relating to the coaching role
- Ensure all such communications are shared with a Welfare Officer.



Electronic Communication

Guide for coaches between 18 and 21 years

Lifesavers Jersey recognises that many young coaches aged 18 to 21 will be lifesavers and a coach. It is recognised that they may have been friends with their fellow lifesavers, some of whom will be between the ages of 16 and 17. It is therefore likely they will have those Lifesavers contact details and be friends on social media sites, and other methods of electronic communication. In this instance Lifesavers Jersey accepts it would be inappropriate to require such friends to be removed from their social media sites. In such cases if the coach aged 18 to 21 had friends on their social networking site that were / are lifesavers aged between 16 and 17 prior to undertaking the role of coach, then Lifesavers Jersey do not expect them to remove those swimmers from their listed friends. In such circumstances the young coach is advised to inform the club Welfare Officer and head coach. The head coach should make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.

Keeping yourself safe whilst using emails

Guide for over 18 year old

- You must appreciate that your posts will be viewed by young members. Contents should be appropriate.
- Always consider that any communication may be shared with persons other than those for whom it was intended.
- Never send any photographs, videos or make comments that may be: hurtful, untrue and upsetting or may be used by other people in a way you did not intend or want.
- You have a responsibility to safeguard yourself and the younger members. Should a young person contact you by email you should not respond and forward this to the Welfare Officer.
- You should not use the details to contact any person under the age of 18 years old.
- If you need to email young people, always copy the message to another coach and if sending e-mails to groups of people use the 'BC' facility to avoid sharing e-mail addresses.



Electronic Communication

Guide for members under 18 years of age

- Do not email your club coach or teacher - they will not respond.
- Always consider that any communication and comments posted on a social networking site may be shared with persons other than those for whom it was intended.
- Never send any photographs, videos or make comments that may be: hurtful, untrue and upsetting or may be used by other people in a way you did not intend or want.

Text and phone calls

Guide for club officials and coaches

Mobile communication and text messages from club officials and coaches will be sent to members over 18 years of age and parents and guardians of members under the age of 18 years.

Guide for coaches between 16 and 18 years

Whilst it is appreciated that young coaches may need to be included in communication, texting is not felt to be an appropriate method of communication. The club's Facebook site or emails in accordance with the policy should be used.

Guide for coaches between 18 and 21 years

Lifesavers Jersey recognises that many young coaches aged 18 to 21 will be lifesavers and a coach. It is recognised that they may have been friends with their fellow lifesavers, some of whom will be between the ages of 16 and 17. It is therefore likely they will have mobile contact details. In this instance Lifesavers Jersey accepts it would be inappropriate to require contact to be stopped. In such cases if the coach aged 18 to 21 had mobile contact details of lifesavers aged between 16 and 17 prior to undertaking the role of coach, then Lifesavers Jersey do not expect them to remove those swimmers from their contact list. In such circumstances the young coach is advised to inform the club Welfare Officer and head coach. The head coach should make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.

Guide for under 18's

- Do not use mobile numbers of your club coaches to contact them as they will not respond.
- If you want to contact by text or phone then you must ask you parent or guardian to do this.



Electronic Communication

Lifesavers Jersey Facebook Group

Becoming a member of the Facebook Group

All club members, regardless of age, will need to be approved to by the administrator to join the group and view the contents of the site.

Members that are **over 18 years** of age can search under the groups for 'Lifesavers Jersey' and request to become a member. This will be approved by an administrator.

Members that are aged **between 13 and 18 years** who have their own Facebook account can become members of the group providing that this is agreed with their parent or guardian. In this instance the parent or guardian must formally agree by email to facebook@lifesavers.org.je for their child to be accepted by the administrator. Emails should clearly state the child's name and date of birth. Members can search under groups for 'Lifesavers Jersey' and will be approved by the administrator once emails have been received. If no email is received from the parent or guardian within a week of the request, the member will be declined by the administrator.

Members **under the age of 13 years** should not be using Facebook due to the restrictions that Facebook have in place. Any requests for under 13's to join the page will be declined with no exceptions.

Parents or guardians of members can also request to become members. As the club administrators may not have full names of parents or guardians an email must be sent to facebook@lifesavers.org.je giving your full name and your child's name prior to acceptance. Parents or guardians can search under groups for 'Lifesavers Jersey' and will be approved by the administrator once emails have been received. If no email is received from the parent or guardian within a week of the request, the member will be declined by the administrator. Once your child reaches 18 years of age you will be removed from the site unless you are a member in your own right.

Administration of the Facebook site

High levels of administration have been set on this page to protect all club members. Administration is restricted to the clubs current Welfare Officer, the elected Chairman and the elected sectary. Administrator rights should be removed after the club's AGM if elected persons change.



Electronic Communication

The administrators will have the responsibility to approve new members to the group in accordance with the policy

The administrator will have the responsibility of approving all posts, media, links and photographs posted by the members. If the administrator has concerns over the contents of the post, the post will be declined. If posts breach any other policies set out by the club, such as behaviour and child protection policies, then this must be brought to the attention of the committee members.

The administrator has the power to remove members from the site if their behaviour is deemed to be inappropriate or not in accordance with the clubs policies. This should be reported to the committee immediately and further action taken if appropriate.

Keeping yourself safe

Guide for over 18 year old, parents and coaches

- You must appreciate that your posts will be viewed by young members. Contents should be appropriate and will be deleted if not.
- Always consider that any communication and comments posted on a social networking site may be shared with persons other than those for whom it was intended.
- Never post or send any photographs, videos or make comments that may be: hurtful, untrue and upsetting or may be used by other people in a way you did not intend or want.
- You have a responsibility to safeguard yourself and the younger members. Should a young person in the group request to become a named friend on YOUR social networking site or request that you become a named friend on their social networking site you should decline immediately and inform the Welfare Officer.
- You should not use the details found on the group site to start an instant message conversation (Facebook chat) with any person under the age of 18 years old. Should a young person in your club request to instant message (Facebook chat) you, you should not answer the message and report this to the Welfare Officer immediately.

Guide for members under 18 years of age

- Do not ask your club coach or teacher to be your social networking site friend – they will refuse as that would breach good practice.
- Always consider that any communication and comments posted on a social networking site may be shared with persons other than those for whom it was intended.



Electronic Communication

- Never post or send any photographs, videos or make comments that may be: hurtful, untrue and upsetting or may be used by other people in a way you did not intend or want.

Facebook 'Chat'

The group page under lifesavers jersey has not been set up to support instant messaging. This feature cannot be removed from the site and therefore the club policy is to advise against the use in certain instances.

Over 18's, parents and coaches

If you use the group page for Lifesavers Jersey then you will have access to Facebook Chat (instant messaging). You **must not** enter into or respond to this type of messaging from group members under the age of 18 years. If you receive messages then you should ignore these and report to the Welfare Officer

Under 18's

If you use the group page for Lifesavers Jersey then you will have access to Facebook Chat (instant messaging). You **should not** start a conversation with any of the club members who are over 18 years of age. They will refuse to continue the conversation

If you are instant messaged by a club member who is over 18 years of age then you should report this immediately to the Welfare Officer.

Under 18's with parents or guardians in the club in official roles

If you and your child choose to use this type of communication then this should not be related to club matters.

Coaches between 18 and 21 years

Whilst the club does not support the use of the chat facility it is accepted that young coaches may have friends aged between 16 and 17 as friends and may have used this type of communication **PRIOR** to becoming a coach. In such cases Lifesavers Jersey do not expect them to remove these lifesaver from their listed friends and may still choose to use this chat facility. Chat should not relate to club matters. In such circumstances the young coach is advised to inform the club Welfare Officer and head coach. The head coach should make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.



Electronic Communication

Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws
- No offensive content or photos will be published
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information

Non-compliance with any form of electronic communication

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g. Facebook, YouTube or Twitter) may be liable for defamation.

Raising concerns

If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to the Club Welfare Officer. The police will be informed if it is suspected that an offence may have been committed or that someone's use of social media is placing a child at risk of harm.

Useful contacts

Facebook safety – www.facebook.com/safety/groups/parents

Google advice – www.google.co.uk/familysafety/advice.html

Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: www.thinkuknow.co.uk/Parentsold