



Title: **Cilles AC Communication & Social Media Policy**

Version: **1**

Revision Date: **15/11/2014**

This is adapted from Athletics Ireland Policy Document Communication and Social Media Policy

Document History

Revision History

Date of this revision: 15/11/14	Date of next revision: 15/11/2015
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Revision Number	Revision Date	Summary of Changes	Changes marked	Revised By
1	15/11/14	First Draft adapted from AAI – Communication and social media policy	N	GH

Approvals

This document requires approval from at least 3 Executive Committee Members –

Cilles Athletic Club Executive Committee

Name	Title	Approval Date
Graham Hyland	Chairman	15/11/2014
Lorraine Hyland	Secretary	
Éilis Ni Mhurchada	Treasurer	
Olivia Bennett	Child Welfare Officer	
Joe Daly	Registrar	
Orla Turner	Public Relations Officer	

1. Introduction

1.1. *The role of the athletic club is to provide appropriate learning and development for all its members. A stable, secure environment is an essential requirement to achieve this goal. This policy provides guidance on the procedures that will support and underpin the use of social media and communicating with children in Cilles athletic club. It is important that all staff, volunteers, coaches and officials, or anyone working on behalf of the club are aware of this policy and agree to the following terms.*

1.2. Terms:

- 1.2.1. To protect all children and young people attending the club and who make use of technology (such as mobile phones, hand held devices and the internet) to interact with the club.
- 1.2.2. To provide staff and volunteers with policy and procedure information regarding communicating with children.
- 1.2.3. To ensure the club is operating in line with Athletics Ireland policy.

2. New Members & Officers

- 2.1. All new members will be informed where to view and download information and briefed on the policy
- 2.2. Athletics Ireland policy regarding communicating with children (*mobile phone, text, email, social media*)

3. Policy

3.1. Coaches and leaders should never place themselves in a compromising position by texting or communicating via social media sites with children. All such communications should be sent via approved club channels to the parents or guardians of the athlete.

3.2. The following applies when Cilles AC are communicating with children

- 3.2.1. Group text or online system is used for communicating with parents/guardians of athletes.
- 3.2.2. Communication individually by text or online with children is not accepted.

3.2.3. Cilles AC do not engage in communications with children via personal social media sites.

3.2.4. Cilles AC always use approved club group text or social media sites to communicate with children.

3.3. Facebook

3.3.1. All club Facebook pages must be a group, organization and community or sports page. Just like the following Figure 3.3.1



Figure 3.3.1

3.3.2. A personal page should not be used by a club to communicate with children. Figure 3.3.2 is a sample of what a personal page looks like. It's the same as your own personal page which allows you to connect with family and friends.



Figure 3.3.2

3.3.2.1. On a personal page, members add each other as friends allowing them to share all pictures and posts.

3.3.2.2. All group, organization and community or sports Facebook restrict members to share information in an open space and does not require members to friend each other in order to access information. They simply 'like' the page to follow posts.

3.4. E-safety checklist for clubs:

3.4.1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.

3.4.2. When engaging with social media it is important to ensure to adhere to relevant legislation and good practice guidelines.

3.4.3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated reporting online concerns about possible abuse to the Statutory Authorities (HSE/Gardai) reporting breaches of terms of Athletics Ireland policy to Club Management Committee.

3.4.4. Decide how your sports webpage/profile will be managed within your club. Vet administrators and those managing the webpage/profile training for the person/s managing the organisation's online profile involvement from your club's/organisation's Designated Liaison Person (Children's Officer) ensure any interactive content is moderated e.g. club social network page boards/ posts/ tweets/ forums etc.

3.4.5. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.

3.4.6. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online.

3.4.7. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.

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- 3.4.8. Address safety when adding content to your webpage/profile
 - 3.4.9. Promote safe and responsible use
 - 3.4.10. Avoid taking personal details of children and young people
 - 3.4.11. When uploading content – ‘think before you post
 - 3.4.12. Report fake or impostor webpage/profiles
- 3.5. Address safeguarding when promoting the club, sport, events and competitions.