



## **Grimsby Town Sport and Education Trust**

### **E Technology Policy and Guidelines**

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## 1. Statement

Grimsby Town Sports and Education Trust recognises the benefits of E – Technology but is also avidly aware that there is unacceptable use of this form of communication and one that will not be tolerated at this football club.

## 2. Applies to:

This policy is designed to raise the awareness and understanding of Management, Coaches and other staff/volunteers working within the Trust, to this issue, as well as reassuring parents/carers that swift and responsible action will be taken when incidents are reported.

## 3. Scope

The use of mobile phones by coaches during, training sessions or at competitions, for the purposes of either making or receiving calls, is not good practice. The primary responsibility of staff is the supervision and safety of children and young people. Anything that comprises the adults' ability to maintain a safe environment and give their full attention to the supervision and coaching of children and young people should be actively discouraged. There are situations where access to a mobile phone will make a positive contribution to the safety and welfare of children and young people, particularly when an emergency occurs. Therefore, there should not be a blanket ban on the use of mobile phones by adults. Ideally the phone should be on silent alert.

Staff making contact with children and young people by phone, text or email should **never be undertaken without parental knowledge or consent**. Ideally, contact by coaches would be primarily on a face-to-face basis. Additional communication relating to events, training and other information should be directed to the child or young person's parents. While staff should not be emailing children and young people directly as individuals, they may do so as part of a **disclosed list** (having received prior permission from parents to disclose in a group email) where they are disseminating information in relation to training or competitions. The Football Club may also wish to use disclosed lists for sending club information via a designated and suitably trained adult (because of his/her position, this person should also have been subject to appropriate selection and vetting processes).

Group emails should also give individuals the opportunity to have their contact details removed from the list by including a statement such as: 'if you wish to be removed from this email list, please contact the administrator'.

**Staff should not engage with participants via social networking sites, e.g. Facebook, Myspace, or twitter.**

Coaches should not add athletes/players as “friends” or contact them through these websites via online messages.

Staff and players should be aware of the increasing practice of **cyber-bullying**, which includes posting upsetting or defamatory remarks about and individual online and name calling or harassment using mobile phones. These may be general insults or prejudice-based bullying.

Cyber-bullies use their mobile phones or emails to send sexist, homophobic or racist messages or they attack other kinds of differences, such as physical or mental disability, cultural or religious background, appearance or socio-economic circumstances. In other circumstances, bullies may physically assault other children or young people and post images of the bullying or fights online or send recordings via text messages to other people. Cyber bullying should be treated as seriously as any bullying and reported in the same way. Known incidents of Cyber-bullying must be reported immediately.

#### **4. Other Considerations**

The same principles apply to mobile camera phones as to normal cameras (including the taking of video). **Parental consent must be obtained to take photographs and they must only be used for the purpose for which that consent was given.** They must be destroyed within 3 years or if the holder of the images has been notified of a change of circumstances. The holder must therefore provide people with the opportunity to notify them should circumstances change.

The following is the club’s social media, gaming and social networking policy. The lack of specific references to websites, hardware or games does not limit the range of applications that this policy covers. Where no guidelines exist, players & staff should use their common sense and take the most sensible action possible to ensure that nobody is offended, upset or otherwise.

At all times you will be held responsible for what you write, the images you show and who you write to.

1. Personal ‘blogs’ (or similar) should have clear disclaimers that the views expressed by the author in the ‘blog’ is the author’s alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.

- You should make it obvious that anything you put on the internet is your opinion and doesn’t represent the thoughts of Grimsby Town Sport and Education Trust. Make sure you write things in first person such as I, Me or My.

2. Information published on your blog(s) (or similar) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blog(s), forums, and social networking sites.

- Anything that you write on the internet should meet the confidentiality policies that Sports and Education Trust has in place. This means that you should not inform other people of things that you have heard at work. In particular, rumours, gossip, transfers, wages and tactics. Even if they are about you as a coach, mentor or player!

3. You should be respectful in what you write or say about the company, other employees, customers, partner organisations, supporters, sponsors and other competitors.

- Don't forget that everything that you say reflects on GTSET and GTFC and can sound as though it is the entire team's views and not just your own.

4. Social media activities should not interfere with work commitments.

- Being on the internet should not get in the way of work commitments. This means that if you are working you should not be using the internet for anything but to assist you in that work.

5. Your online presence reflects the company. Be aware that your actions captured via images, posts, or comments can reflect that of GTSET and GTFC.

- Everything that you post on the internet reflects on GTSET and GTFC. If you are posting images of yourself ensure that they are not going to represent the company in a bad way. For instance, think about posting pictures of yourself with alcoholic beverages in your hands. This also applies to your comments and posts. Think about the image the supporter sees. Are you out drunk or doing things that would affect the opinion of you as a professional sportsman.

6. Do not reference or cite company clients, Sponsors, supporters, partners, or customers without their express consent.

- When on the internet do not refer to specific members of GTSET or GTFC, supporters, sponsors or management or partner organisations without their permission especially other players.

8. Company logos and trademarks may not be used without written consent.

- Do not post pictures of the GSET or GTFC logo or their trademarks without written consent. This includes photos where you may be wearing anything with GTFC logo's on it. This includes the club logo.

Remember nothing is ever really private when it is online. By signing this document you acknowledge that you agree to follow this social networking policy whilst at work and at home.

This document is written to protect your welfare and to provide some guidelines on how to behave 'online' so as to protect you and the club from unwanted publicity and or disciplinary action.

## **5. Reporting Procedures**

Any concerns or issues raised about the misuse of E-technology or bullying must be reported to the Trust Lead Safeguarding Officer, immediately.

The Trust Lead Safeguarding Officer is Martin George, mobile  
07807490319

E-mail: [martin@gtfc.co.uk](mailto:martin@gtfc.co.uk)

## **6. Monitoring and Review**

This policy is accepted by the Board of Trustees and will be reviewed and updated on an annual basis in line with any changes in guidance legislation

Signed: I. Fleming (Chair of Trustees)      Dated: 11<sup>th</sup> April 2018