

**Sharks Ski Club**  
**E- Safety Policy**



All club members and guests will:

- Take responsibility for their own use of communication and interactive technologies, making sure they use new technologies safely, responsibly and legally
- Not use any communication device or service including social networking, to bring the club, its members or snowsports into disrepute
- Not use any communication device or service, including interactive services such as social networking for inappropriate behaviour online within the context of snowsports including bullying or harassment of others in any form, defamation, obscene or abusive language , the uploading of material which is libellous, defamatory, obscene, illegal, shows nudity or is violent
- Report any known misuses of communication and interactive technologies within the context of snowsports, including unacceptable behaviour, inappropriate contact with children online and illegal content including sexual abuse/indecent images of children, to the Club Welfare Officer according to club and SSE safeguarding policies and procedures
- Be aware that any report of the misuse of communication and interactive technologies within the context of snowsports will be investigated according to the club's policy and procedures and may result in the club's sanctions being enforced. Where suspected criminal activity has taken place a report will be made to the police.

In addition to the above; coaches, club officers and appointed volunteers will use all reasonable endeavors to:

- Take responsibility for their professional reputation in the online environment, making sure they follow e-safety advice, adhere to privacy and safety settings and report any concerns in accordance with the club and SSE policies and procedures.
- Not ask for e-mail addresses, mobile phone numbers or social networking profiles of junior members under the age of 18, or search for junior members on social networking services or search engines – club officials will have been given the details of those they need.

**Sharks Ski Club** is responsible for the content on the Sharks website and will use all reasonable endeavors to ensure that the content is suitable and monitored regularly.

**Sharks Ski Club** will use all reasonable endeavors to:

- Ensure that the Sharks Facebook page is used explicitly by named members, parents and carers and suitable club associates, and is monitored regularly to ensure that the activity is suitable.
- Ensure the Web Administrator ensures that the Policy regarding photographs is adhered to and that a child's photograph is not printed with a name alongside it on the Sharks Website.
- Ensure the Web Administrator undertakes Safeguarding training.

### **The use of texts, emails and social media**

- No Instructor or Club Official should accept any Club member under the age of 18 on their personal social media site, or share their own site details with them, unless they are related to the child.
- If the child is under 13, instructors using texts or emails should communicate with the child's parents.
- Texts or emails used to communicate with members should be sent using group emails or texts and parents / carers of children under the age of 18 should ALWAYS be copied in.
- When sending texts and emails you should ensure that you 'blind carbon copy' all recipients to ensure confidentiality of personal emails or telephone numbers, in accordance with the data protection act.
- Texts or emails should only be sent in relation to club activities. Do not send jokes, pictures or personal conversations. You should not respond to emails or texts from young people other than those directly about club matters.
- If you receive any inappropriate emails from children, forward them to your CWO immediately and do not respond to the child yourself.
- The membership secretary has the contact details of the registered children at the club. He/ she will only give contact details to a limited number of people in the club, who the committee has agreed need these contact details on a need to know basis.