



United Twirl England Online Safety Policy

This policy provides guidance on how United Twirl England (UTE, we, our, us) uses the internet and social media, and the procedures for doing so. It also outlines how we expect members of our organisation, to behave online.

This policy will be reviewed annually by the Board.

Note: The term 'athlete' describes any person partaking in the sport of baton twirling. References to 'parents' should be read as parents and carers inclusively. 'Technical Members' describes coaches, judges, club directors registered with UTE.

Aims

The aims of our online safety policy are:

- to protect all children involved with our organisation and who make use of technology while at an UTE sanctioned event
- to provide Technical Members with information regarding online safety and inform them how to respond to incidents
- to ensure our organisation is operating in line with our values and within the law regarding online behaviour

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

- assess and manage the safety aspects
- be aware of how Technical Members and child athletes use social media both inside and outside of UTE sanctioned events
- ensure that we adhere to relevant legislation guidelines when using social media or video conferencing platforms
- provide training for the Technical Members responsible for managing our organisation's online presence
- regularly review existing safeguarding policies and procedures

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
- the account will be monitored by at least two designated members of the Communications Team



- the designated communications team managing our online presence will seek advice from our designated safeguarding lead
- remove inappropriate posts by children, parents or Technical Members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- identifying details such as a child's home address, full name or telephone number shouldn't be posted on social media platforms
- parental consent is needed before UTE communicate with child athletes through social media, via video conferencing platforms or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on social media
- video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

What we expect of our Technical Members

Technical Members should:

- be aware of this policy and behave in accordance with it
- seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- communicate any messages they wish to send out to children to the designated communications team responsible for the organisation's online presence
- not communicate with children via personal accounts
- not 'friend' or 'follow' children from personal accounts on social media and maintain the same Technical boundaries online as they would in person when using organisation accounts
- make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media
- choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account or website
- avoid communicating with children via email or organisational social media outside of normal office hours
- maintain the organisations tone when emailing and be written in a technical manner, e.g. in the same way you would communicate with fellow Technical Members, avoiding kisses (X's) or using slang or inappropriate language
- not delete any messages or communications sent to or from organisation accounts
- undertake all online safety training offered
- ensure at least one parent must be present during the delivery of any activities via video conferencing platforms at home



- ensure any delivery of activities to children via video conferencing platforms are supported by an additional member of Technical Members (even if they're not actively delivering) to ensure transparency
- not engage in 'sexting' or send pictures to anyone that are obscene

What we expect of child athletes

- children should be aware of this online safety policy and agree to its terms
- children should follow the guidelines set out in our acceptable use statements on all digital devices, including smart phones, tablets and consoles

What we expect of parents

- parents should be aware of this online safety policy and agree to its terms
- parents should protect all children's privacy online and think carefully about what content they share about our sport online, where they share it and who they're sharing it with
- we expect parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and spectators

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- Technical Members will avoid having children's personal mobile numbers and will instead seek contact through a parent
- a method of accountability will be arranged, such as group chats, copies of texts, messages or emails also being sent to another Technical Member or to parents
- texts, emails or messages will be used for communicating information – such as reminding children or young people about upcoming events, what to bring or practice timings – and not to engage in conversation
- if a child misinterprets such communication and tries to engage in conversation, the Technical Members will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the Club Safeguarding Officer in the interest of transparency
 - if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures



Using mobile phones during baton twirling activities

So that all children can enjoy and actively take part in baton twirling, we discourage the use of mobile phones during such activities. As part of this policy we will:

- make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- ensure Clubs advise parents that it may not be possible to contact children during events and provide a contact within the club who will be reachable should there be an emergency
- explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Important contacts

Contacts for parents, children and Technical Members in relation to this policy and online safety:

UTE Communications Manager
Email: liz@unitedtwirlengland.org

UTE Designated safeguarding lead
Email: safeguarding@unitedtwirlengland.org