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| SECTION | Academy |
| POLICY /PROCEDURE | Acceptable Use of IT |
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Acceptable Use of IT Policy

Lincoln City Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

This policy provides guidance on how Lincoln City Football club uses the Internet and social media and the procedures for doing so. The club use of social media policy should also be referred to. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of the club, to behave online.

Aims

The aims of this policy are:

- To protect all children and young people involved with Lincoln City Football Club and who make use of technology (such as mobile phones, games consoles and the internet) while in our care
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- To ensure the club is operating in line with our values and within the law regarding how we behave online.
- To be aware of Safe working practices in relation to social media, keeping personal and professional lives separate, adopting responsible behaviour that should protect staff from putting themselves and their career at risk.

Understanding the online world

As part of using the Internet and social media, Lincoln City will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- When using social media platforms (including Facebook, Twitter and

- Instagram), ensure that we adhere to relevant legislation and good practice guidelines
- Regularly review existing safeguarding policies and procedures to ensure that the online safeguarding issues are fully integrated, including:
 - Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - Incorporating online bullying ('cyberbullying') in our anti-bullying policy
 - Provide training for staff responsible for managing the club's online presence

Managing our online presence

Lincoln City's online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password/pin protected, and at least 3 members of staff will have access to each account and password/pin
- All staff to ensure mobile phone (any technological equipment) is password/pin protected
- The account will be monitored by a designated person, who will be appointed by the Senior Safeguarding Manager
- The designated person managing our online presence will advise on safeguarding requirements
- Any inappropriate posts by children or staff, will be removed and anyone affected will be informed and explaining why (as well as parents of any children involved)
- Identifying details such as a child's home address, school name or telephone number should not be posted on any social media platforms
- Any posts or correspondence will be consistent with our aims
- We will make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- Parents will be asked to give their approval for us to communicate with their children through social media, or by other means of communication
- Parents will need to give permission for photographs or videos of their child to be posted on social media
- All of the club's accounts and email addresses will be appropriate and fit for purpose

What we expect of staff and volunteers

- Staff should be aware of this policy and behave in accordance with it
- Staff should seek the advice of the Designated Safeguarding lead if they have any concerns about the use of the Internet or social media
- Staff should not "friend" or "follow" children or young people personal accounts on social media
- Staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media

- Staff should not communicate with young people via personal mobiles, personal accounts or private messages and should not share personal information with children/young people (mobile numbers, social networking accounts etc.)
- Rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face to face, club email account, or in writing
- At least one other member of staff should be copied in to any emails sent to children or young people
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' (x's)
- Any disclosures of abuse reported through social media should be dealt with in the same way as face to face disclosure, according to our reporting procedures
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- Staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing
- Should not use your own digital camera/video, including cameras on mobile phones
- Should not play online games with children/young people

What we expect of children and young people

- Children should be aware of this appropriate use of IT policy and agree to its terms
- We expect children and young people's behaviour online to be consistent with the guidelines set out in our acceptable use statement
- Children should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, laptops, computers, tablets and consoles

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, mail and instant messaging), we will take the following precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will seek contact through a parent or guardian
- We will seek parental permission on each occasion we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon
- A method of accountability will be arranged, such as copies of texts also being sent to the club's lead safeguarding officer or to parents
- Staff should have a separate phone from their personal one for any contact with parents or young people
- Texts/emails will be used for communicating information – such as reminding

children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation

- If a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - End the conversation or stop replying
 - Suggest discussing the subject further at the next practice or event
 - If concerned about the child or young person, provide contact details for the club's lead safeguarding officer or appropriate agencies

Using mobile phones during sports activities

So that all children can enjoy and actively take part in sports activities, 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 club
- Inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside these times
- Advise parents that it may not be possible to contact children during activities and provide a contact within the club who will be reachable should there be an emergency
- Explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement.

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

If any digital devices are used as part of activities within the football club:

- We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in this policy
- We will establish appropriate restrictions, more commonly known as 'parental controls' on any device provided to prevent misuse or harm

Lincoln City Football Club commit to implementing this policy and addressing any concerns quickly and within these guidelines.