**Orwell Panthers Athletics Club – Social Media Policy**

Orwell Panthers Athletics Club is a Charitable Incorporated Organisation with registered no. 1163145 (**OPAC**). In this policy, a reference to ‘we’, ‘our’ or ‘us’ is a reference to OPAC.

OPAC uses social media to promote its activities and interact with its members, volunteers and the public. This policy sets out how we use social media but also how we expect our members and other people who interact with us online to protect themselves and others.

1. **OPAC social media accounts**
   1. Any social media account in the name of OPAC or affiliated with OPAC shall be password protected. A minimum of three persons with a supervisory role (including as a trustee) shall have access to each account.
   2. With the exception of any public page for advertising our activities to third parties (for example, a club Facebook page), any account within which information is shared regarding arrangement for events, training or other member-specific matters (a **Private Account**) shall be administered with appropriate privacy setting so that only approved members can view the content.
   3. The account shall be monitored by a designated individual appointed as a Social Media Officer from time to time.
   4. With the exception of via a private messaging function within a Private Account, no personal details (including any individual’s home address or telephone number) shall be shared on any social media account (including any Private Account).
2. **Social Media Officer**
   1. Details of the Social Media Officer shall be made available to members and members shall be encouraged to report any inappropriate content or any concerns regarding a social media account to the Social Media Officer.
   2. The Social Media Officer shall have responsibility for removing any inappropriate content from any social media account.
   3. When content is removed under paragraph 2.2, the Social Media Officer shall explain the reason for removal to the person responsible for the relevant content.
   4. The Social Media Officer shall Inform any person affected (and, where appropriate any individual’s parent or carer) of any action taken under paragraph 2.2 and 2.3.
   5. The Social Media Officer shall ensure that only members (or related or connected persons with a sufficient interest in OPAC’s day-to-day activities) have access to any Private Account.
3. **Photographs** 
   1. Without prejudice to any applicable Photographic Policy from time to time, permission must be sought before any photograph identifying an individual is made available on any social media account.
   2. In relation to a Private Account of which an individual is a current member at the time that the photograph is posted, permission from an individual (or, where appropriate, a parent or carer) can be granted in general to the sharing of any photograph being posted to a Private Account of which that individual is a current member.
   3. Any individual (or, where appropriate, a parent or carer) can rescind any consent or permission at any time and the Social Media Officer shall take appropriate action (for example, taking steps to remove any images) as a result of such a request.
4. **Trustees, coaches, coaching assistants and other OPAC positions of responsibility**

Any person in a position of responsibility (including trustees, coaches and coaching assistants) shall ensure that they:

* 1. Do not communicate with individuals inappropriately through private accounts in relation to club matters
  2. Do not ‘friend’ or ‘follow’ any child or young person on personal social media accounts (save where otherwise appropriate).
  3. Use an appropriate form of communication for club matters, for example e-mail or via an OPAC social media account. Where it is reasonably thought appropriate to use personal social media or similar (such as instant or text messaging) to communicate with members this should be conducted in a professional way for a specific purpose (for example, communicating a time for training by contrast to a general conversation).
  4. Ensure that at least one other person in a position of responsibility is copied into any correspondence with children or young people (for example, any emails or messages from a private account).

1. **Members and associated persons**
   1. Members and associated persons should be made aware that indecent, offensive, threatening or otherwise inappropriate content shall not be tolerated and shall be dealt with in accordance with our Code of Conduct and Disciplinary Policy and procedures.
   2. Members shall be encouraged to use social media safely and made aware that any queries or concerns should be directed to the Social Media Officer from time to time.

**Orwell Panthers Athletics Club:**

**Date:**