



## **Kendleshire Kids Foundation**

### **Social Media Policy**

This guidance gives procedures that will support and underpin the use of social networking and other online services within the [Kendleshire Kids Foundation](#). It is important that all trustees, workers, volunteers, contractors, student placement personnel, or anyone working on behalf of the [Kendleshire Kids Foundation](#) are aware of this policy and agree to the following terms.

### **Advice for the Individual**

- Do not accept children and young people as contacts on social networking sites if you hold a position of trust with children and young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents/carers prior to establishing contact.
- Include a third party in any communications to children or young people, e.g. copy parents/carers into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age appropriate. Do not use the site to criticise or abuse others.
- Know where to direct children and young people and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

### **Advice for Children and Young People**

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.

- There are websites that offer advice about protecting yourself online, such as [www.ceop.gov.uk](http://www.ceop.gov.uk) and [www.childnet.com](http://www.childnet.com)
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you do not know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that has been posted about you, or by texts you receive from other children or young people, or adults involved with the [Kendleshire Kids Foundation](#), raise this with the [Kendleshire Kids Foundation](#) Welfare Officer, [Patrick Murphy](#) – 0117 956 7007. Alternatively contact the South Gloucestershire Safeguarding Board – 01454 866000 (out of hours 01454 615165) or the England Golf Lead Safeguarding Officer (England Golf - 01526 351824). Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at [www.childline.org.uk](http://www.childline.org.uk). You can also call the NSPCC on 0808 800 5000.

### **Advice for Parents/Carers**

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child or young person and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child or young person to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset, or threatened by anything they see online.
- Encourage children or young people to look out for each other when they are online. Explain that it is all part of staying safe and having fun together.
- Explain to children or young people that it is not safe to reveal personal information, such as their name, address, or phone number on the internet. Encourage them to use a cool nickname rather than their own name.

- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children or young people to only open attachments or click on links from people they know.

### **Further Advice for Parents/Carers**

- If you are concerned about any texts, social networking posts or any other use of communication technology by staff or members of the [Kendleshire Kids Foundation's](#) golf club facility, trustees, workers, volunteers, contractors, or student placement personnel, raise this with the [Kendleshire Kids Foundation](#) and Club Welfare Officer, **Patrick Murphy** – 0117 956 7007. He will investigate the matter and take appropriate action. Alternatively contact the South Gloucestershire Local Authority Designated Officer (LADO), **Tina Wilson** – 01454 866000 or the England Golf Lead Safeguarding Officer (England Golf - 01526 351824).
- In addition to reporting concerns to the above, you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child or young person and/or remove the content from the internet. Where a child or young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children or young people, trustees, workers, volunteers, contractors, student placement personnel, or anyone working on behalf of the [Kendleshire Kids Foundation](#). If you have concerns about a person, these should be raised using appropriate channels within the [Kendleshire Kids Foundation](#) and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

**Date policy reviewed: 26<sup>th</sup> April 2023**

**Next review date: 26<sup>th</sup> April 2024**