



Social Media and Online Communication Policy

Effective from: 16th November 2022

Website, social media (Facebook) and online communication tools (such as email, text and messenger) are used by Mid-Island Gym Sports staff, coaches and committee members for sharing of information, online training, and communicating with members, parents, athletes, and the general public.

Any web-based, social media or online communication forums, such as email, text and messenger services, that involve the posting or sharing of information, and/or photos, recording or videos needs to be appropriate and in keeping with Mid-Island Gym Sports Data Collection Policy, Child Protection and Safeguarding Policy and Code of Behaviour Policy.

Purpose

The purpose of this policy is to ensure that the relationship between members/coaches/volunteers, parents/gymnasts/and the general public, remains safe, respectful and professional at all times.

To ensure everyone associated with Mid Island Gym sports, paid or volunteer, has clear guidelines for the use of web-based, social media and other online communication methods.

Terms of reference

Children and Young People are used interchangeably in this policy. Both terms refer to a person under the age of 18 years old.

Use of Electronic Communications and Social Media

Do	Don't
<p>Communication</p> <p>Everyone is expected to abide by the Mid-Island Gym Sports Code of Behaviour in their communication and when using online platforms for sharing information.</p> <p>Do ensure all online communications are done by coaches/staff/committee members who have a current NZ Police Vetting Check and up to date Safeguarding Training.</p> <p>Ensure you get, and record you have, permission from the child's parent or legal guardian to make contact with the young person online, through email or other online messenger or chat forums.</p> <p>Where possible communicate through official channels using the clubs official accounts, and club devices, rather than your personal account.</p> <p>Only use online communication for work related, professional purposes.</p>	<p>Communication</p> <p>Do not communicate privately with children from personal profiles or accounts.</p> <p>Do not engage in any form of communication or online contact that a parent/legal guardian has not given permission for their child to participate in.</p> <p>Do not rely on a child advising you that their parent/legal guardian has granted permission.</p> <p>Do not use electronic communication to promote unauthorised social activity or to arrange unauthorised contact.</p> <p>Do not add as a friend, or accept friend requests from, follow or engage, with individual children on social media platforms from personal profiles or accounts.</p>



Do:	Don't:
<p>Photos and Videos/Recordings</p> <p>Ensure you get, and record having permission from the young person parent/legal guardian to upload/post still/moving images or audio recordings of children onto the Clubs webpage or social media/Facebook page.</p> <p>Only photograph/video/record children through the Club accounts and Club owned devices.</p> <p>Only photograph children while involved in gymnastics sports activities if they are appropriately dressed and posed.</p> <p>Store images (digital or hard copy) in a way that prevents unauthorised access by others.</p> <p>Make sure images (digital or hard copy) or recording are destroyed or deleted if they are no longer required.</p> <p>Online video calls</p> <p>Utilise the Clubs accounts for online video meetings/training (e.g. Zoom, Teams, etc).</p> <p>Ensure that appropriate security features are being utilised for video calls. For example, lock calls so that they can only be accessed by participating children using a password.</p> <p>Try ensure a parent or adult guardian is nearby for online training sessions wherever possible.</p>	<p>Photos and Videos/Recordings</p> <p>Don't post any remarks, photographs, or videos that are derogatory, inappropriate or could be disparaging or embarrassing to the Club, its staff, volunteers, Gymnasts, or other gymnastics clubs on any social media or online forums.</p> <p>Never post or send photographs, comments or videos which may be hurtful, untrue, upsetting or abusive in any way.</p> <p>Do not post any images on a website or social media page without parental knowledge and consent, unless the images are presented in a way that does not identify the child.</p> <p>Do not distribute images of children involved in gymnastics (including as an attachment to an email) to anyone outside your club, other than the child photographed or their parent, without parental consent, and managements knowledge and approval.</p> <p>Do not take or store images of children involved in gymnastics on personal devices.</p> <p>Do not record training sessions unless informed consent has been given by the child's parent/legal guardian.</p> <p>Do not discriminate or exclude children or parents/legal guardians who decline to participate or attend online training or activities.</p>

Policy breaches

Breaches to this Policy need to be reported to the Committee. Any Mid-Island Gym Sports member or person associated with Mid Island Gym Sports, in a paid or volunteer position, who engages in interactions that do not comply with this policy may result in them being subjected to disciplinary action.

Concerns and Complaints

If you have concerns about someone breaching this policy, or you would like to make a complaint, please refer to our Complaints Policy, and when relevant the Child Protection and Safeguarding Policy and procedures.



Netsafe

Netsafe is an independent non-profit organisation with an unrelenting focus on online safety. Netsafe keeps people safe online by providing free support, advice and education. Whether you're dealing with online bullying, scams or need advice about another online issue for yourself or someone else, **Netsafe can help**.

Visit **netsafe.org.nz** for useful resources or call **0508 638 723** seven days a week for free expert incident advice. • <https://netsafe.org.nz/tag/online-safety-parent-toolkit/>

Tips and resources for staying safe online <https://netsafe.org.nz/staying-safe-online/>

Online safety toolkit by Netsafe • Get into Zoom - a practical guide to running a safe Zoom session <https://netsafe.org.nz/get-into-zoom/>

LINKS

<https://sportnz.org.nz/media/3436/online-dos-and-donts.pdf>

<https://netsafe.org.nz/tag/online-safety-parent-toolkit/>

Due to the fast-moving nature of social media, the constant development of online programs and increasing use and reliance on online communication forums, this policy and its procedures will be reviewed regularly and updated as required.