



**SANDBACH GYMNASTICS  
FOUNDATION**

**ONLINE,  
MOBILE PHONE  
AND INTERNET SAFETY**

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# SOCIAL MEDIA & INTERNET SAFETY

There has been a growing awareness in sport of the increasing communication by adults and young people on the rapidly developing social networking sites and how this media has become a feature of social communication. There are both positive and negative aspects to using social networking sites that British Gymnastics clubs and members should be aware of. It is important to acknowledge that if used properly, social media can be a very effective tool. However, British Gymnastics has identified several issues that have led to both disciplinary and safeguarding concerns which stem from the improper or inappropriate use of such sites by its members

British Gymnastics recognise that the use of social networking sites and online gaming (Xbox, Play Station) are rapidly growing phenomenon and increasingly being used as a communication tool of choice by young people

Facebook is the largest such site whose mission is to give people the power to share and make the world more open and connected

These sites permit users to chat online, instant message, post pictures, and write 'blogs' etc, through the creation of an online profile, that can either be publicly available to all or restricted to an approved circle of electronic friends

Social media platforms have developed to allow the uploading and viewing of video clips, which with the latest cameras and mobile phones becomes ever easier and with the development of live streaming can be instantaneous

Social networking can be a great tool to promote yourself or your club if used in the correct way. Whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences if abused by users

The purpose of this guidance is to provide a recommendation of best practice to all British Gymnastics club members and parents on the use of social networking sites as they relate to individual's roles in the club. If used correctly, social networking can be a fun, safe and productive activity. Note: Throughout this guidance a young person or child relates to anyone under the age of 18

Guidance for Coaches, Judges, unqualified assistants, volunteers, and other officers in a position of trust and responsibility in respect of children in a British Gymnastics club

British Gymnastics members in a position of trust and/or responsibility (as defined in the British Gymnastics Safeguarding and Protecting Children Policy) should not be in contact with any young people through any social networking sites whether the young person is a member of their club or any other club

Social Networking Guidelines 3 December 2021 - Should a young person request to become a named friend on your Social Networking Page or request that you become a named friend on their Social Networking Page you should decline as you are in a position of trust and responsibility within a British Gymnastics registered club. If a Coach receives request from a gymnast, this must be reported immediately to the Welfare Officer.

The above also applies to official club social networking sites. Only club staff (except for the following paragraph) and parents, should be permitted access

Social networking sites should never be used as a medium by which to abuse or criticise British Gymnastics, affiliated Home Countries, Regional Gymnastics associations, British Gymnastics members or British Gymnastics clubs. To do so would be in breach of British Gymnastics Standards of Conduct

The publishing of a photograph or video footage on a social networking site is governed by the same requirements as any other media – see the Safeguarding and Protecting Children Policy

For young people aged 16 and 17 requesting coach access for supportive professional development. Firstly, permission must be sought from the parents, gymnast. The coach must be named and also give permission. The adult coach must sign an agreement to keep contact with the young person to discuss matters only relevant to their professional development. All information must be shared with a third party i.e. Welfare Officer.

If this agreement is breached then action must be taken immediately by the Club, cease the connection and if appropriate refer to British Gymnastics.

# MOBILE PHONES

The purpose of this policy is to provide Sandbach Gymnastics Foundation employees with guidelines regarding personal mobile phone usage within the workplace. This policy outlines the use of personal mobile phones at work and all employees of Sandbach Gymnastics Foundation need to be familiar with and follow the guidelines below

**Overview General** - non-urgent personal mobile phone usage is distracting and is not permitted during paid working time. Sandbach Gymnastics Foundation does recognise that in some circumstances employees may need to make or receive personal telephone calls. In case of urgent matters, the workplace phone can be used

**Personal mobile phones in the workplace** - Whilst at work, personal mobile phones are not to be kept on employee desks, or coach's station or used during paid work time. This includes phone calls, texting, emails, surfing the internet and any other function of the phone (for example, Facebook, Twitter, games, etc). Excessive use of personal mobile phones, or company landline phones for personal reasons, can interfere with an employee's productivity and be distracting for others. Employees should restrict their personal calls during work time by only using their mobile phones during personal scheduled breaks or lunch periods. Employees should not use personal phones when supervising gymnast breaks. Employees are asked to ensure that family and relevant parties understand the Sandbach Gymnastics Foundation mobile phone policy and have for their records the main office telephone number, should an employee need to be contacted during business hours. Sandbach Gymnastics Foundation will not be liable for the loss of, or damage to personal mobile phones brought into the workplace by employees. Sandbach Gymnastics Foundation management reserves the right to monitor an employee's mobile phone usage within the workplace at any time. Disciplinary action may be initiated by management if it is deemed that an employee's usage of personal mobile phones is inappropriate or impacting on an employee's performance in the workplace

If a personal mobile is needed to be used for filming a gymnast permission must be sought from management. This video or image must be immediately deleted, and this must be witnessed by management

Personal mobile phones must not be taken or used in the gym. An iPad is available for recording and photographing gymnasts to either upload onto social media or as a teaching aid. Before any image is uploaded parental permission must be sought. Photographs and videos must be used in a way that would not place a child at risk of harm. Any photos and videos must not be used in an inappropriate way given the age of the participant and context the image was taken. No images should be held longer than necessary. No live streams are permitted.

This policy information is transparent and information provided must ensure compliance with Data Protection Laws.

The club's social media accounts must be accessed by designated staff who do not share passwords. Only Sandbach Gymnastics Foundation staff can access and post on our social media. Should the opportunity arise whereby a photograph is taken at a competition, this image must be posted and deleted from any personal device used immediately.

Should staff, volunteers, young helpers have a concern it must be reported to the Welfare Officer promptly.

**Monitoring** – this policy is reviewed upon significant changes in legislation, technological capabilities or at the relevant review point.

### **Related Policies**

This policy should be used in conjunction with the Safeguarding, Health & Safety and Welfare policies.

Click on the links below for further information

[Unicef](#)

[NSPCC](#)

[CPSU](#)