



E-SAFETY POLICY

In order to make it easier for all staff to keep themselves informed of Bowerbirdy's policies and any changes made to them, we will highlight any changes made from one update to the other.

New text will be highlighted as follows: **This is new text xxx xxx xxx.**

Any old text that has been deleted will be highlighted as follows: ~~This is old text that has been deleted yyy yy yyyyyy.~~

We hope this will help you to quickly be able to identify any changes made to our policies.

Introduction

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services for all Bowerbirdy employees. It is important that all staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of Bowerbirdy are aware of this policy and agree to the following terms.

Terms

- To protect all children and young people attending Bowerbirdy events and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of Bowerbirdy.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure Bowerbirdy is operating in line with their values and within the law regarding how the organisation uses information technology.

E-safety checklist

- Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. X and Facebook), mobile phones, game consoles and the internet.
- **This is new text Staff and volunteers must not connect, follow, or become 'friends' with children, young people, or their families on personal social media accounts. Personal accounts must never be used for communication with service users. Staff must use strict privacy settings to protect their personal information and activity online.**
- When engaging with digital technology/social networking companies (e.g. Facebook, X, Snapchat, Instagram or TikTok) it is important to ensure Bowerbirdy staff adhere to relevant legislation and good practice guidelines.
- Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated:
 - reporting online concerns about possible abuse
 - reporting other breaches of terms
- Decide how the Bowerbirdy webpage/profile will be managed within Bowerbirdy
 - Vetting and managing the webpage/profile
 - Training for the person/s managing the Bowerbirdy online profile
 - Involvement from Bowerbirdy's designated safeguarding lead person
 - ensure any interactive content is moderated e.g. social network page/discussion forums
- Registration or 'signing up' to Bowerbirdy:
 - choose an appropriate email address to register/set up a profile/account
 - ensure appropriate security settings are set up
- Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
- Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by Bowerbirdy to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that there is a clear differentiation between their personal and professional profiles.

- Address safety when adding content Bowerbirdy webpage/profile:
 - event contact details
 - promote Bowerbirdy webpage/profile
 - promote safe and responsible use
 - avoid taking personal details of children and young people
 - when uploading content – ‘think before you post’
 - report fake or impostor webpage/profiles.

All content posted on official Bowerbirdy accounts must reflect appropriate language and professional etiquette. Staff must not share any confidential or sensitive information about service users and must ensure children and young people cannot be identified without written consent. Anonymity and privacy must be protected in all public-facing content.

- Address safeguarding when promoting the organisation, events and competitions.
- No photos or videos of children or young people will be taken or shared on any platform unless written consent has been obtained from a parent or legal guardian. Consent forms must be securely stored and reviewed regularly. Staff are responsible for checking consent status before uploading any visual content involving children.
- Promote Bowerbirdy webpage/profile
 - where possible use Bowerbirdy’s own webpage/profile/email instead of using personal accounts.

NOTE: This Policy was approved by the following officer on 01/01/2026 and is due for review every 1 year:
John-Paul White