



Be  
Gymnastics

## Social Media Code of Conduct for Staff/Coaches/Volunteers

### **1. Introduction**

- 1.1 We actively encourage the responsible use of social media. Social media can be positive for learning, teaching and advertising and also for personal enjoyment.
- 1.2 This policy applies to all staff use social media, including:
  - 1.2.1 on behalf of Be Gymnastics
  - 1.2.2 in their wider professional lives; and
  - 1.2.3 in their personal lives
- 1.3 In this policy, **Social Media** includes the use of websites, and any social media platforms that may impact the club e.g. Facebook, Instagram, Youtube, Google+.
- 1.4 This policy works alongside the British Gymnastics Social Media code of conduct and is compliant with the GDPR Legislation 2018.

### **2. Objectives**

- 2.1 The purpose of this policy to;
  - 2.1.1 clarify what the club considers appropriate and inappropriate use of social networking by staff and coaches.
  - 2.1.2 safeguard staff/coaches/volunteers, gymnasts and parents and members of the public from social media issues e.g. abuse.
  - 2.1.3 set out procedures that will be followed if staff have inappropriately used social networking.
  - 2.1.4 promote and encourage the use social media in a positive manner.

### **3. Responsibility**

- 3.1 Head Coach/Directors;
  - 3.1.1 should ensure that all existing staff and new staff including coaches and volunteers, are trained and become familiar with this policy and any GDPR guidelines that are relevant.
  - 3.1.2 should provide opportunities to discuss appropriate social networking on a regular basis, if required.
  - 3.1.3 must ensure that any allegations raised in respect of the social networking is investigated promptly and appropriately and that any issues caused are dealt with accordingly.
- 3.2 Be Gymnastics Staff/Coaches/Volunteers;

- 3.2.1 should ensure that they are familiar with the contents of this policy and raise any concerns or queries they may have relating to the use of social networking or interpretation of this policy, to a centre manager or director.

#### **4. When Using Social Media**

- 4.1 Staff/Coaches/Volunteers **must not** place a gymnast at risk of harm.
- 4.1.1 Staff/Coaches/Volunteers **must** follow club safeguarding procedures at all times
- 4.1.2 Staff/Coaches/Volunteers **must** report all situations where a child is put at risk by using the relevant procedures.
- 4.2 Staff/Coaches/Volunteers **must not** allow their use of social media to affect their ability to do their job in any way.
- 4.3 Staff/Coaches/Volunteers **must not** contribute or access any social media content which is illegal, discriminatory, sexual or otherwise offensive when linked in any way to the club. Such behaviours may result in criminal proceedings.
- 4.4 Staff/Coaches/Volunteers **must not** use social media to criticise or insult the club, other colleagues, gymnasts or wider community.
- 4.5 Staff/Coaches/Volunteers **must not** use social media to harass, bully or intimidate gymnasts, parents, others colleagues or wider community.
- 4.6 Staff/Coaches/Volunteers **must not** breach club confidentiality
- 4.6.1 Staff/Coaches/Volunteers **must** follow any data protection laws under the GDPR Legislation 2018 when using social media.
- 4.6.2 Staff/Coaches/Volunteers **must not** reveal any private or confidential club matters when using social media.
- 4.7 Staff/Coaches/Volunteers are responsible for **all** their social media content as well as their actions whenever they use social media.
- 4.8 Staff/Coaches/Volunteers are responsible for the configuration and use of any personal social media accounts they have. They are also responsible for the level of security and privacy of all their social media content.

#### **5. When Using Social Media on Behalf of the Club**

- 5.1 Only selected individuals have permission to use social media on behalf of Be Gymnastics.
- 5.2 These staff/coaches/volunteers **must** follow all related procedures when acting on behalf of the club.
- 5.3 Staff/Coaches/Volunteers **must not** use club social media for any personal discussions.

#### **6. When Using Social Media in Staff/Coaches/Volunteers Personal Life**

- 6.1 The personal use of social media **must neither** interfere with another colleague's ability to maintain their professional reputation **nor** impact on the reputation of the club.
- 6.2 Staff/Coaches/Volunteers **must not** use club social networking accounts for personal use.
- 6.3 Staff/Coaches/Volunteers **must not** use personal social media with any child with whom they have a coach/gymnast relationship until they reach the age of 18.
- 6.3.1 Staff/Coaches/Volunteers can have social media content with gymnasts where other appropriate relationships exist e.g. family member.
- 6.4 Staff/Coaches/Volunteers can make reasonable personal use of social media during their work hours. This must not interfere with their job.
- 6.5 Staff/Coaches/Volunteers **must not** spend an excessive amount of time on personal social media whilst at work.

## **7. Disciplinary Action**

- 7.1 All staff/coaches/volunteers are required to adhere to this policy. Staff/Coaches/Volunteers should note that any breaches to this policy or to the GDPR Legislation 2018 may lead to disciplinary action.
- 7.2 If a member of staff/coach/volunteers becomes aware of any issues/negative comments regarding the club; they should report to a head coach or director so that the appropriate procedure can be followed.

Head Coach: Beth Winter

Signed:

Date: 1<sup>st</sup> December 2020