



Redgate Sports Statement of Acceptable Use of Online Platforms – Staff and Volunteers

Redgate Sports understands the importance of online platforms for our charity. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online.

All staff and volunteers must read through this statement and then sign and return this form to the Operations Manager.

***Agreement of staff/volunteer**

1. I will use any organisational device provided for business purposes.
2. I will complete all necessary online safety training.
3. I will demonstrate positive behaviour when using online devices on behalf of Redgate Sports or when engaging with the charity.
4. I will not create or access illegal or harmful content.
5. I will not send anyone images, videos or messages that are illegal, threatening, offensive, or upsetting.
6. I will only take photos, videos or live stream people for whom we have written consent, in line with the Redgate Sports' safeguarding policies and procedures.
7. I understand that if I wish to send messages to parents/carers/referring partners I will do so responsibly and in a professional manner.
8. I will not contact children directly online via personal accounts or 1:1 messaging.
9. If I need to contact a young person directly (for example in the case of an urgent request or emergency), I will first ask the parent/carer to make contact on my behalf or as a last resort seek permission to confirm the purpose of the contact and include the parent in the communication.
10. I will choose Redgate Sports-approved communication channels when communicating with parents and carers, rather than personal channels.
11. I will not 'friend' or 'follow' children on social media and maintain the same professional boundaries online as I would in person.
12. If a child misinterprets any communication and tries to engage me in conversation online, I will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the organisation's lead safeguarding officer in the interest of transparency if concerned about the child, provide contact details for the organisation's designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedure

13. At least one parent or carer must be present during the delivery of any online video conferencing activities.
14. Any delivery of online video conferencing activities delivered to children will be supported by another member of staff.
15. I will maintain Redgate Sports' tone and a professional manner when communicating online. This includes communicating online for official purposes and not to engage in casual conversations.
16. I understand that my behaviour online represents the organisation and may be addressed if deemed inappropriate.
17. I will not give out any of my personal information (such as address or telephone number) online, or that of anyone else.
18. I will not share my passwords with anyone else.
19. Any online concerns should be reported using Redgate Sports' safeguarding procedures.
20. I understand that these rules are designed to keep me and children safe, and if they are not followed disciplinary procedures may be initiated.
21. I will avoid using my online devices during activities, unless for business purposes in line with Redgate Sports' policy.
22. I am aware that if I experience or witness any bullying behaviour or abuse online, I can contact Dan Thorp.

Declaration

I agree to the safe use of online platforms at Redgate Sports.

Signature

x

Print name

Today's date