

Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) SOCIAL MEDIA POLICY and CODE OF CONDUCT

Online presence

The Club website is our main online presence. 'WebCollect' is used to process payments and for other important elements of our administration. Constructive suggestions from members of possible improvements to the website and the use of 'WebCollect' are welcome.

Social Media

In keeping with many organisations, the club uses various social media channels such as Facebook, Twitter and Instagram. Emails are used to communicate to members. DYC ~CHD also uses a number of WhatsApp groups for which administrators will be appointed to manage these groups.

Members must be mindful that the Club has no control over other Social Media sources should they even carry the name Dovey Yacht Club ~ Clwb Hwyllo Dyfi (DYC ~ CHD) or the Club's insignia. The Club Code of Conduct applies to our recognised social media sources. The following guidance is offered to clarify how this might apply to Social Media to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Guidance for Social Media Groups, including WhatsApp Administrators

- Members should be invited to join via a link that establishes the purpose of the Group.
- The club will follow the normal recommended aged guidelines for membership of each of its social media platforms.
- WhatsApp groups will be restricted to those aged over eighteen.
- Membership of Club Social Media groups will be routinely updated to exclude lapsed and cancelled members.
- Administrators managing our online presence will seek advice from the DYC ~ CHD Designated Safeguarding Officer (DSO) to advise on safeguarding requirements as appropriate
- The Code of Conduct and occasional reminders should be issued to the Group.
- Any minor breach should be dealt with by a member of the Group or the Administrator politely asking the poster to remove their post.
- More serious breaches could potentially be subject to disciplinary action but this should be a last resort. A member maybe removed from the Group if thought necessary.
- The Board may discontinue the use of any or all social media Groups if unacceptable use of the Group has occurred.

Social Media Code of Conduct (including WhatsApp)

- Social Media channels and WhatsApp Groups are there to promote the activities and aims of DYC ~ CHD.
- WhatsApp group memberships will be restricted to aged over eighteens.
- Messages should be brief, positive, and informative and look to celebrate success as appropriate.
- Assume that any message or pictures you post might appear in print and do not use inappropriate language.
- Do not post anything which would cause hurt or embarrassment to an individual member of the Group or would cause reputational damage to the Club.
- The Groups should not be used to promote any political or religious agenda, nor to engage in commercial activity other than the promotion of the Club.
- Identifying details such as a member's address, or telephone number should not be posted on social media platforms.
- Parents' permission for photographs or videos of their child to be posted on social media will be sought.
- Members should not communicate with children (U/18) via personal accounts.
- Any concerns, including safeguarding, reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures.
- Emails or messages will be used for communicating information (such as reminding parents of participating children or young people about upcoming events, which kit to bring or practice timings).
- If an adult/parent or a child (U/18) misinterprets any communication and tries to engage a member in conversation, the member would be justified in taking the following safeguarding steps:
 - ❑ End the conversation or stop replying
 - ❑ Suggest discussing the subject further at the next practice or event
 - ❑ Inform the DYC ~ CHD Designated Safeguarding Officers (DSOs) in the interest of transparency
 - ❑ For a child (U/18) copy the message trail and send to the parent

(with reference to RYA Safeguarding February 2020 and NSPCC January 2021)

If you are concerned that someone is not following the Code of Conduct, you should inform the person in charge of the activity, a club official and/or the DYC ~ CHD Designated Safeguarding Officers (DSOs).