

## 4. Handheld Technology & Social Media Policy

Kilmarnock Amateur Swimming Club is strongly committed to child protection and ensuring that all athletes within the club can prosper in a safe and secure environment. Handheld technology is defined as the following: - Any handheld electronic device that is able to take photographs / video. This includes mobile phones, tablet devices, cameras etc.

Swimmers are advised that under no circumstances are any photographs or videos allowed to be taken within the changing rooms or on poolside at either training or competitions. These are 'mobile free' areas within the Club setting where mobile devices must not be used under any circumstances. Furthermore, swimmers are advised that placing any photographs or videos on any social media sites is also prohibited.

There is a zero-tolerance policy in place with regards to use of mobile phones or similar devices by any individual in these areas. Swimmers found in breach of the above will be asked to remove and delete any images from their device or any social media sites and the incident will be logged with the club's committee. Serious breaches will result in the swimmer being referred to the club's committee where disciplinary action will be taken where necessary.

The only exception is when the club has sanctioned photography in a controlled environment (e.g. at club championships or post meet photography). T-shirts must be worn by all swimmers for inclusion into these photographs. You also agree:

- That you have read and understood the above information regarding appropriate use of mobile phones while attending or representing the Club and explained this to your swimmer.
- And understand that information re mobile phone numbers will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).
- To give your child permission to have a phone at club sessions and understand that their child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

At external competitions, parents are advised to follow the host club's policy and ensure that they have accreditation for any devices that they wish to use for photographs or videoing. At home competitions, parents need to ask permission on the day from the organising committee for permission to use photography. During training camps (whether abroad or at 'home'), the club reserves the right to restrict usage of handheld technology at the discretion of the Head Coach and Team Manager.

The club will sometimes use videos and/or cameras during training sessions and competitions for coaches and swimmers to analyse stroke technique and performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of both the athlete and their guardian(s).

We will take photographs for appropriate media coverage including newspapers or websites from time to time. Any club personnel using video or camera equipment will be aware of and agree to abide by this policy and have permission from the Committee for use at named occasions. All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).

**Note:** It is the camera users own responsibility to be aware of facility Normal Operating Procedures. Permission from the Club does not necessarily infer permission from facility owners/operators

### Text & Emails

- Coaching staff/volunteers will consider whether it is necessary to communicate with children via text and/or email. This information should only be "need to know" information such as the last-minute cancellation of a training session.
- We will agree with children and parents/carers what kind of information will be communicated directly to children by text message/email and this will be sent in a group communication.

- Contact will always be made at the phone number/email address the parent has provided on the child's behalf.
- Parents/carers will be copied in to any messages their child will be sent.
- Although consent is not legally required for young people aged between 16 and 18 we will still inform parents of the intention to send their child(ren) emails or texts.
- All phone numbers/email addresses of children and young people will be recorded and kept securely.
- The number of people with access to children and young people's details will be kept to a practical minimum. A record will be kept of their numbers/ addresses, namely by the Club Secretary
- Messages will never contain any offensive, abusive or inappropriate language as we will only send messages to communicate aquatic related matters: details of meeting points, training, competition results etc. The same message will be sent to every member of the group/team

## **Internet**

In terms of publishing information and pictures, we agree that:

- Written parent/carer consent is obtained for all children aged under 18 when the swimmer joins the club. This consent will be reviewed every year.
- Special care will be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration will be given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions will reflect the best interests of the child.
- Information published on the website/social networking site will never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact will be directed to the club. Credit for achievements by a child will be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children will never be portrayed in a demeaning, tasteless or a provocative manner.

## **Social Networking Sites**

The club will;

- Obtain written permission from parents/carers of under 18s to allow mutual interaction with the organisation profile. We will make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site
- Access to members' profiles are used only to pass on relevant information or to answer questions regarding the club or sport issues.
- Although the club profile is not set to "private" – (allowing only members access to it) the club regularly monitors the site and "blocks" people not deemed to have a genuine interest

## **Internet Forums**

Coaches or volunteers will refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

This version of the Policy was last modified 32/02/2024