

## E-SAFETY POLICY

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	1 <sup>st</sup> July 2020
1.1	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 <sup>st</sup> November 2021

### Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales are committed to maintaining a culture where it is safe, and acceptable, for all those involved in our game to raise concerns about unacceptable practice and misconduct.

This policy provides information on the procedures that will support and underpin the use of social networking and other online services within table tennis and should be read in conjunction with the Social Media Policy. It is important that all members, volunteers, coaches, officials and parents are aware of this policy and agree to abide by the following terms:

- To protect all young people who make use of technology e.g. mobile phones, iPads, games consoles, handheld devices and the internet, whilst they are playing or involved with table tennis.
- To provide our members and volunteers with policy and procedure information regarding e-safety.
- To ensure everyone within table tennis is operating in line with our values and within the law regarding how IT (information technology) is used.

### E-Safety Checklist

1. Ensure that all members, staff and volunteers understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites e.g. Twitter and Facebook, mobile phones, game consoles and the internet.
2. When engaging with digital technology and/or social networking companies, it is important to ensure that everyone adheres to relevant legislation and good practice guidelines.
3. Adopt the Table Tennis Wales' Safeguarding Policy, so it is clear how to report online concerns about possible abuse.
4. For clubs/leagues/counties, decide how your webpage will be managed and by whom to ensure that appropriate measures are in place to:
  - Vet and manage the webpage/s
  - Whoever is managing the webpage receives the appropriate training
  - Ensure that the Club/League/County Welfare Officer is involved in checking the content
  - Ensure that any interactive content is moderated e.g. club social network page/discussion forums
5. Registration or 'signing up' to your club's social media pages:

- Choose an appropriate email address to register/set up a profile or account
  - Ensure the appropriate security settings are set up
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments, friends and followers.
  7. Ensure that members, volunteers, parents and players are aware of the need to protect their privacy online and should be encouraged to carefully consider who they give access to their personal information online. Everyone should ensure that there is a clear differentiation between their personal and professional profiles.
  8. Address safety when adding content to the club webpage or profile:
    - Promote safe and responsible use
    - Avoid taking personal details of young people
    - When uploading content – ‘think before you post’
    - Report fake or imposter webpages or profiles
  9. Address safeguarding when promoting your club/league/county and table tennis
  10. Promote your Club or League webpage using the Club’s or League’s own email rather than personal accounts
  11. Encourage club members, parents, volunteers and players to ‘think’ before posting comments or entering discussions being aware of the impact of any comments they may make on other people.

**Important:**

Please copy and paste the following text into an email, and send it to: [development@tabletennis.wales](mailto:development@tabletennis.wales)

I confirm that I have read, understand and fully adopt the TTW E-Safety policy.