



Malpas & District Junior Football Club

Main Ground: Malpas Sports Club, The Oxhays, Wrexham Road, Malpas, Cheshire
Additional Grounds: Farndon Community Field, Farndon Primary
www.malpasfc.co.uk



Policy for using Texts and Emails with Under 18's, Dos and Don'ts

Mobile technology is a key part of everyday life including how and where you can find information about football. Whether it's about professional teams you follow or your own team or club it's a great way to get and share information.

Within football we want you to use social networks, the internet, texts and email safely to get the information you need. We have produced the guidance below to keep us all safe and to ensure that we respect each other:

Guidance for Managers Do:

- get signed consent from parents/carers before using either of these methods of communication with children or young people
- explain to parents/carers and club members the purpose and method for coaches, team managers, referee mentors, club officials, etc. to communicate by either text, email or both with their son/daughter
- only use group texts or emails and always copy in the parent/carer or the Club Welfare Officer to all communications with young people
- make sure texts or emails are only in relation to specific club related activities e.g. informing young people about changes in travel arrangements, training times or venue changes etc
- report to the club Club Welfare Officer immediately of any instance(s) where you have received any inappropriate communications from a young person. The Club Protection Welfare Officer will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies. These texts MUST be kept and a copy printed off for the Club Welfare Officer.
- Adhere to the principles of Data Protection, as outlined in the Club's Data Protection Policy and safeguard the personal email addresses and phone numbers of players / parents by using closed distribution lists (i.e. Bcc for emails). This should be done in conjunction with the points raised above.

Don't

- use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature respond to emails from young people other than those directly related to club matters. Advise your club welfare officer of any non-club related emails you receive
- use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone
- send a text without copying the Club Welfare Officer in
- accept invitations to be friends with under 18's within the club on social networking sites

Guidance for Under 18s

- Tell an adult you trust about any communications that make you feel uncomfortable or that asks you not to tell your parent/carer
- Know who from your club should be contacting you and how they should be contacting you

- You can talk to your club's welfare officer if you are unhappy about anything sent to you or said about you over the internet, social networking sites, text messages or via email
- Don't post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against football rules and could also be against the law
- Don't give out personal details including mobile numbers, email addresses or social networking account access to people you don't know well offline
- Facebook has different 'set up' guidelines for U18s to help to keep you safe – use them
- Even if you get on with your coach, manager, club officials, adult referees or mentors, don't invite them to become your friends online, they have been asked not to accept such invitations
- Tell an adult you trust if an adult involved at your club or within refereeing asks you to become their friend online and inform your Club Welfare officer
- If you receive an image or message which you find offensive, threatening or upsetting tell an adult you trust. Make sure you copy and save the image/message elsewhere or print it off before you remove and destroy it because this may be needed as evidence
- You can also report concerns directly to the police by clicking on by using the link www.clickCEOP.net
- If you want to know more about how to keep safe online follow the links www.thinkuknow.co.uk www.clickcleverclicksafe.direct.gov.uk

Guidance for parents/carers

Whilst the internet brings many benefits and opportunities it also opens up some new risks and challenges. That's why The FA has teamed up with the Child Exploitation and Online Protection (CEOP) Centre to promote online safety and vigilance.

We would ask that you as a parent/carer to be aware of the following best practice promoted within football:

- Ensure you are aware of how coaches, managers and other members of the club or league should communicate with your son/daughter
- Show an interest in the communications between the club, you and your son or daughter. Open communication about club and league activities/issues often mean concerns are picked up early and issues can be resolved easily
- Familiarise yourself with The FAs guidance for clubs in relation to websites, text messaging and social networking sites
- Familiarise yourself with the social networking sites your child is using. Did you know children U13 are not supposed to use Facebook? 13-17 year olds are given different 'set up' security features within Facebook so please ensure that they are set up correctly using their real DOB and haven't bypassed this
- If you are not getting copied into club/team text messages or emails raise this with the club and ask that you are added into these communications immediately
- Whilst the Club instructs its officials to communicate via closed lists, if you believe that your email address / contact information has been used by a third party without your permission then please report this to the Club Welfare Officer immediately.
- Know who your Club Welfare Officer is and how to contact them if you have any concerns about the content of club/league web pages or in relation to the welfare of your son/daughter
- Ensure you tell your child to tell someone they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication

- Remember as a member of a club you are responsible for and need to abide by club protocol/policy and FA Rules and Regulations regarding comments that you place online about the league, club, players, managers and/or match officials
- Look at the guidance offered by the Child Exploitation Online Protection (CEOP) centre; they provide guidance for parents/ carers, children and young people. They also provide the most up to date guidance for online environments
- The FA Respect Codes of Conduct give guidance on appropriate behaviour which can be related equally to match day, training and online environments
www.thefa.com/Leagues/Respect/CodesofConduct
- Follow the guidance given by the Government's 'Click Clever Click Safe' campaign; **ZIP IT - BLOCK IT - FLAG IT**. This simple 3 point guidance provides an everyday reminder of good behaviour that will help keep young people safe online

If your son or daughter receives images or messages which are offensive, threatening, or unsuitable please copy and save them elsewhere or print them off before removing or destroying them. They may be needed as evidence by the Club Welfare Officer or other agencies involved in the protection of children online

If you have serious online concerns for the welfare of your son or daughter report it directly to CEOP and speak to the club Club Welfare Officer as soon as possible.

Look at the guidance offered by CEOP. They provide guidance for parents/carers, children and young people on how to stay safe online. This can be found via www.thinkuknow.co.uk/parents and www.ceop.net

SignedAndrew Harradine..... Chairman
 Valery Ashbrook..... Club Welfare Officer

Agreed Date: 1st September 2018
 Review Date: 31st August 2019