

## Copy for direct e-shot to clubs on use of social media

### Keeping members safe online

The ASA Safeguarding Team has recently come across some Club social media pages without the appropriate privacy settings so we wanted to remind Clubs how to ensure their online activity creates a safe environment for their young members and is in line with guidance from the ASA Safeguarding Team.

While social media can be a great way to celebrate team achievements or promote a Club to potential new members, it is important to ensure access to images and personal information is restricted to minimise the risk of their inappropriate use.

### Facebook

If your Facebook page is aimed at Club members only:

- Set privacy levels so that only members of the Club can post and view information.
- Ensure you have informed permission from the parents or carers of a young person before images are uploaded, so parents fully understand where images will be publicised and who can view them.
- Remember that any information posted on the site can be viewed by other members of the Facebook group.

If your Facebook page is being used to promote the Club:

- Ensure there is a dedicated person to regularly monitor the site, including posts and comments.
- Disable the automatic photo/video/YouTube upload link to ensure private content from Club members is not accidentally shared on the site.
- Unless in water, all images of Club members should be of them covered rather than in swim wear – see exact guidance as given in Wavepower Section 2. [\[insert link: www.swimming.org/asa/library/document/wavepower-2009-11-section-2\]](http://www.swimming.org/asa/library/document/wavepower-2009-11-section-2)
- Ensure you have informed permission from the parents or carers of a young person before images are uploaded, so parents fully understand where images will be publicised and who can view them.
- Remember that any information posted on the site can be viewed by any member of the public and included in Google searches (including Google Images). No personal information such as contact details or school addresses should be included.

The above applies to all social media platforms including Twitter and Instagram.

We would encourage Clubs to share this message with all parents and guardians and to ask them to think about where they are posting images of their children or other Club members.

We would also encourage Clubs to regularly review their social media pages to ensure all members are adhering to Wavepower [\[insert link: http://www.swimming.org/asa/clubs-and-members/safeguarding-children/\]](http://www.swimming.org/asa/clubs-and-members/safeguarding-children/), which is currently being updated on this topic.

For further information or advice about online safety please visit the Child Protection in Sport Unit (CPSU) [**insert web link** <https://thecpsu.org.uk/help-advice/topics/online-safety#social-networking-what-you-need-to-know>], [www.ceop.police.uk](http://www.ceop.police.uk), or [www.childnet.com](http://www.childnet.com)

To contact the ASA Safeguarding Team email [legal@swimming.org](mailto:legal@swimming.org) or telephone 01509 640270.