

## INDEX

Index	1
Glossary	2
Policy Foreword	3
1. Policy Statement	4
2. Who is covered by the Policy?	4
3. The scope of the Policy	4
4. Responsibility for implementation of the Policy	4
5. Personal use of Social Media sites	4
6. Using Social Media	5
7. Setting up and running a Social Media page	6
8. Photography & Filming	7
Appendices: Social Media/Photography Consent Form	8

## Glossary

**Member** of the Club shall mean any AGM Members who have affiliated directly to the Club or through their child or family member.

**Committee** shall mean the Leadership Council of Galway Bohemians AFC.

**Childrens Officer** shall mean the person who the child welfare day to day functions is delegated to by the Designated Liaison Person.

**Children** or **Child** shall mean individuals under the age of 18.

**Designated Child Welfare Liaison Officer** shall mean the person who is responsible for child welfare and deals with outside agencies, including Statutory Authorities, as well as being a resource person to any employee or volunteer who has child protection concerns.

**Social Media** shall mean any form of electronic communication through which users share information, ideas, personal messages, and other content.

**Stand Down Order** shall mean an order which is issued to any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any child welfare concern. A Stand Down Order is issued to an individual to immediately refrain from particular activities within the FAI for a specified or indefinite period pending the outcome of an enquiry or investigation in accordance with FAI Rules.

**Statutory Authorities** shall mean those state bodies which promote the welfare and protection of children and young people and have a legal responsibility for the investigation and / or validation of suspected child abuse, and these include An Garda Síochána, the Health Service Executive and the Child and Family Agency.

**The Policy** shall mean this Galway Bohemians AFC Social Media / Photography Policy.

## Policy Foreword

### Use of Social Media

Social Media is an excellent way to promote activities and showcase success of the club. It also helps the club communicate with its members and the general public. Members should use social media in a responsible, respectful and friendly manner. When using sites such as Facebook, Instagram, WhatsApp etc. members should not post negative comments about referees/judges/opponents/teammates/coaches or any other member of their own club or any other club. Cyber/online bullying is completely unacceptable and will not be tolerated, and poor behaviour online will be treated as a breach of the Code of Conduct in real time.

### The Risks

Risks associated with social media services include: cyberbullying, grooming and potential abuse by online predators, identity theft, and exposure to inappropriate content. The capabilities of social networking services may increase the risk for sexual exploitation of children and young people.

### Easy rules to adhere to:

If someone has their own personal profile on a social media website, they should make sure that others cannot access any content, media, or information from that profile that:

- a) They are not happy for others to have access to.
- b) Which would undermine their position as sports coach/volunteer representing their organisation/club.

As a basic rule, if you are not happy with others seeing particular comments, media or information, then simply do not post these materials on a public forum site. When using social media sites the following should be considered:

- Change your privacy setting on the profile so that only people you have accepted as friends can see your comments. Individuals should lock down their page to non-friends.
- Review who is on your 'friends list' on your personal profile. In most situations, you should not accept 'friend's requests' if you do not actually know the person(s) concerned.
- Ensure personal blogs have clear disclaimers that the views expressed are personal and not representative of a particular club or sport.
- Ensure that information published on social media sites complies with the club/organisations Code of Conduct.
- Beware of how your actions could be captured via images, posts or comments online as these will reflect on the sport or your club.
- Respond to online bullying - what is said online should be treated as if said in real time.
- Those in authority should not have under 18's they coach as their friends and do not comment on individual players you are coaching through your personal page.

### Principles

If you are representing the club in an official capacity, it is important that your posts convey the same positive spirit as the club ethos would instill in all of its communications. Be respectful of all individuals, races, religions and cultures. How you conduct yourself online not only reflects on you; it also reflects directly on the club.

For further information on social media in relation to safeguarding, please see the FAI's social media policy. [www.fai.ie](http://www.fai.ie) and/or the Clubs full policy below.

## Policy statement

The Club understands that the use of Social Media and photography helps promote the Club and the sport if used appropriately. The Policy outlines the standards Galway Bohemians AFC requires when using Social Media and photography in keeping with Article 9 of the Galway Bohemians AFC Constitution.

## Who is covered by the Policy?

The Policy is applicable to all individuals working, volunteering and in membership within Galway Bohemians AFC.

## The scope of the Policy

1. The Policy is established to ensure the interests of Children participating in football is of paramount importance.
2. Breach of the Policy may be dealt with using the Galway Bohemians AFC disciplinary procedures and, in serious cases, may be treated as gross misconduct leading to a Stand Down Order, ban from membership of the Club and / or dismissal.
3. The Policy is approved by the Committee who will consider proposals for additions and / or amendments on an ongoing basis.
4. Club employees, volunteers, and members must read this policy.

## Responsibility for implementation of the Policy

1. The Club and the Committee have overall responsibility for the effective operation of the Policy.
2. Each individual is responsible for their own compliance with the Policy and for ensuring that it is consistently applied.

## Personal use of Social Media sites

The Club respects your right to use Social Media for personal use however it is important to be mindful of the impact Social Media can have on others. The following conditions must be met for personal use to continue:

1. You are responsible for your conduct when using any form of Social Media.
2. Your personal views should not conflict with your existing role in football. You should be aware that what you publish will be public for many years.
3. Be mindful of the impact your contribution might make to people's perceptions of the Club and its Members.

## Using Social Media

1. When making use of any Social Media platform, you must read and comply with its terms of use.
2. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent. For example, don't discuss colleagues, competitors, coaches and / or players without their prior approval.
3. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
4. Do not engage with irate players, parents or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.
5. If you are a manager, coach, member or club official you should not:
  - a. Accept any player or referee who is under 18 as a friend on your personal Social Media page. Instead encourage them to follow the Clubs Social Media page(s). Your personal views should not conflict with your existing role in the Club.
  - b. Communicate with any person under 18 through social media, text message, phone or email.
6. All communications concerning under 18's should be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g. fixtures, training etc.

## Setting up and running a Social Media page

1. Do not use personal details to set up the Clubs Social Media page. You should for example use the organisations email address. All account log in details should be kept safe and secure to avoid possible hacking.
2. When setting up an email address and / or Social Media page for the Club (for example, a club web-site), it should be accessed by at least three administrators. These administrators should be responsible for up-loading content and monitoring posts on the site. If any of these administrators or any other person are behaving inappropriately their access should be removed immediately.
3. It is important to ensure everyone within the Clubs Committee are aware of who is administering the Social Media page(s).
4. Each administrator should be familiar with the privacy and safety settings on the Social Media page to ensure it is for use by the Club only.
5. Any user under the age of 18 looking to join the Clubs Social Media page should have provided written parental / guardian consent in advance.
6. No images or personal information of under 18's should be posted online without prior written consent from each parent / guardian. It is critical that no user is asked to post any personal details of under 18's as certain information could be used to identify or locate them.
7. To avoid any inappropriate material appearing on the Social Media page, enable the appropriate privacy settings. This will allow the Club to manage the content on the Social Media page to avoid any distress or reputational damage.
8. The content on the page should be accurate and up to date and any material that is no longer required should be removed.
9. Any inappropriate use, such as bullying, is strictly prohibited and should be reported to the Childrens Officer / Designated Liaison Person.
10. Misuse of Social Media, in certain circumstances, constitute a criminal offence and suspicious behaviour towards under 18's should be reported to the Statutory Authorities.
11. If you are unsure about something you are about to post, then you should not do it. Always consider who will be able to view it and if in doubt, always discuss it with the Childrens Officer/ Designated Liaison Person.

## Photography & Filming

1. There are inherent risks in posting personal information about Children as it can lead to being able to identify the child and their location, or it is possible that images may be subject to inappropriate use. When posting photographs or videos the following points should be considered:
  - a) At the start of each season, it is essential that written consent is received from every Child's parent / guardian before any photography or filming takes place. This should be obtained using an appropriate consent form. (See appendix below).
  - b) Childrens names or additional detailed information about them should not accompany any image or video. Before up-loading any images or videos of Children, written consent should be received from each parent / guardian.
  - c) Any person filming or taking photographs must be Garda vetted and have completed a relevant FAI/Sport Ireland approved Safeguarding training course.
  - d) If a Child within the Club is under a court order or is in the care of the Child & Family Agency / HSE, their image must not be placed in the public domain.
  - e) Ensure that Children are appropriately dressed and only allow images to be taken on the field of play. Photographing / filming should not take place in changing rooms, showers or toilets.
  - f) Camera phones should never be allowed into Childrens changing rooms, showers or toilets.
  - g) If an individual who is engaged in filming / photography presents a serious concern or an immediate danger, please report the issue to the local Garda Station.
2. If parents / guardians, professional photographers, or other spectators are intending to photograph or video at an event they should also be made aware of the Policy.
3. Specific details concerning the Policy in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public address system, prior to the start of any event such as tournaments.
4. The Club must never allow unsupervised access to Children, one to one photo sessions or photo sessions outside the event or at a Child's home.

# Galway Bohemians AFC

## Social Media/Photography Consent Form



Child's Name: \_\_\_\_\_

In accordance with the Galway Bohemians AFC Social Media Policy, the Club will not permit personal details, photographs or videos of children to be taken without the consent of their parents / guardians.

If at any time, the child or parent / guardian wishes images or their details to be removed from Galway Bohemians AFC social media page(s) the administrators should be contacted as per the Galway Bohemians AFC Social Media Policy. This information should be removed within seven days.

<b>To be completed by parent / guardian:</b>	
<input type="checkbox"/>	I consent to Galway Bohemians AFC using my child's name on social media.
<input type="checkbox"/>	I consent to Galway Bohemians AFC taking photographs or videoing my child.
<input type="checkbox"/>	I confirm that I have been made aware of how the organisation will use these images or videos and how these images or videos will be stored within the organisation.
<input type="checkbox"/>	I confirm that I have read or been made aware of the Galway Bohemians AFC Social Media/photography Policy.
<input type="checkbox"/>	I confirm that my child is not subject to family, care or legal proceedings.
<b>Signature of parent / guardian:</b>	
<b>Print name of Parent / Guardian:</b>	
<b>Date:</b>	
<b>To be completed by the Club Chairman</b>	
<b>Signature of club Chairman:</b>	
<b>Print name of Child Chairman:</b>	
<b>Date:</b>	

The Galway Bohemians AFC Social Media/Photography Policy is available at [www.galwaybohafc.com](http://www.galwaybohafc.com) or from any Club Official.