



## **Online Safety Policy**

### **1. Policy Statement**

This Online Safety Policy sets out how **Elite SF** ensures the safe and responsible use of digital technology and online services to protect children, coaches, volunteers, and the organisation. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements, online safety guidance, and recognised best practice.

Elite SF recognises that technology and online platforms play an increasing role in communication, learning, and promotion. Robust measures are essential to protect children from online harm and to maintain professional boundaries at all times.

### **2. Scope of the Policy**

This policy applies to:

- All children attending sessions, clubs, camps, and activities
- All coaches, assistants, volunteers, young workers, and contractors
- All online systems, devices, and platforms used in connection with the business

The policy applies during sessions and at any time where online activity relates to the business or its services.

### **3. Definition of Online Safety**

Online safety refers to the protection of children and adults from risks associated with digital technology, including:

- Inappropriate content
- Online grooming or exploitation
- Cyberbullying
- Misuse of images or personal information
- Inappropriate communication

### **4. Key Principles**

- The safety and welfare of children is paramount

- Online risks will be actively identified and managed
- Professional boundaries must be maintained online and offline
- Clear procedures must be followed in response to concerns

## **5. Online Risks**

Potential online risks include:

- Access to unsuitable or harmful content
- Sharing of personal information
- Contact from unknown individuals
- Misuse of images or videos
- Cyberbullying or online harassment

Coaches must remain vigilant to these risks at all times.

## **6. Use of Technology and Devices**

- Technology will only be used for appropriate educational, operational, or promotional purposes
- Devices must be used in line with the Mobile Phone and Electronic Device Policy
- Children will not be given unsupervised access to the internet
- Filtering and supervision measures will be used where applicable

## **7. Communication and Online Contact**

- Online communication with children must only take place via approved platforms
- Personal social media accounts must not be used to contact children
- Communication must be transparent, professional, and work-related
- Parents/carers should be copied into online communications where appropriate

## **8. Images, Video, and Digital Content**

- Images or videos of children may only be taken and shared with parental consent
- Content must only be used for agreed purposes
- Personal devices must not be used to store or share images of children
- All digital content must be stored securely

## **9. Roles and Responsibilities**

## **Management Responsibilities**

- Implement appropriate online safety measures
- Ensure policies and procedures are followed
- Provide training and guidance

## **Coache Responsibilities**

- Follow online safety procedures
- Report concerns immediately
- Model safe and responsible online behaviour

## **10. Safeguarding and Reporting Concerns**

- Online safety concerns are safeguarding concerns
- Any suspected online abuse, grooming, or inappropriate contact must be reported immediately to the Designated Safeguarding Lead (DSL)
- Incidents will be managed in line with the Safeguarding and Child Protection Policy

## **11. Cyberbullying**

- Cyberbullying will not be tolerated
- Incidents will be addressed promptly and appropriately
- Support will be provided to affected children

## **12. Data Protection and Privacy**

- All online activity must comply with the Data Protection Act and UK GDPR
- Personal data must be protected at all times
- Any data breach must be reported immediately

## **13. Training and Awareness**

- Coaches will receive online safety training as part of safeguarding training
- Children will be supported to understand safe online behaviour where appropriate
- Parents/carers will be provided with guidance when needed

## **14. Monitoring and Compliance**

- Online systems and practices may be monitored to ensure safety

- Breaches of this policy may result in disciplinary action
- Serious concerns may be referred to external agencies

### **15. Review and Learning**

- Online safety incidents will be reviewed
- Policies and procedures will be updated as required
- Learning will be shared with coaches

### **16. Policy Review**

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes
- An incident highlights the need for review
- Operational changes occur

### **17. Declaration**

All coaches volunteers, and contractors must read, understand, and agree to comply with this Online Safety Policy.