



Online Safety and Communication Policy

Introduction

At Putney Lawn Tennis Club, we are committed to ensuring that all online communication and activities are conducted safely, respectfully, and in line with safeguarding best practices. This policy sets out guidelines for the responsible use of digital platforms and communication tools to protect all members, particularly children and vulnerable adults.

Scope of the Policy

This policy applies to all members, staff, coaches, volunteers, and anyone representing the club when using:

- Social media platforms (including but not limited to, Facebook, Instagram, Twitter).
- Email and messaging services.
- Club websites and online forums.
- Video conferencing tools (including but not limited to, Zoom, Teams).

Key Principles

1. Respect and Professionalism: Online communication must be respectful, courteous, and professional at all times.
2. Data Privacy: Personal information must be handled in compliance with data protection laws and only shared with appropriate consent.
3. Child Protection: Special care must be taken to protect the privacy and safety of children.

Guidelines for Online Communication

- Communication with Junior Members must only occur through official club channels and with parental consent.

- Personal contact details of Junior Members must not be requested or stored by coaches or staff.
- Online interactions, including social media posts, must not contain any offensive, discriminatory, or inappropriate content.

Social Media Usage

- Only authorized individuals may post on the club's official social media accounts.
- Posts must promote the club positively and avoid sharing personal information about members without consent.
- Any inappropriate comments or messages received via social media must be reported to the Club Welfare Officer.

Reporting Concerns

If a member encounters inappropriate online behaviour or content, they should report it immediately to the Club Welfare Officer. Reports will be handled confidentially and investigated promptly.

Monitoring and Review

This policy will be reviewed annually to ensure it reflects current best practices and safeguarding guidelines.

Club Welfare Officer Details

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