



**TAVERN MOTOR
CLUB LTD**

Social Media Policy



Version	Author	Date of Review	Review Points	Endorsed By:
V0.1	D Desbois Secretary	2021		Committee

This policy will be reviewed annually or when there is a legislative change or review to lessons learned or best practice guidance

TAVERN MOTOR CLUB LIMITED

Registered in England and Wales

Company Number 1186810

Registered Office:

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1. Introduction

Tavern Motor Club recognises that many children and young people today are fully engaged in a fast-moving and ever-changing technologically advanced world. Most children have access to computers and smartphones either in school and/or at home. In addition, the increasing use of smartphone technology with access to the mobile internet means that there are few restrictions on when and where children have access to social media sites.

Tavern Motor Club aims to provide a service to our existing and future members and as a result, chooses to use a range of social media sites.

Tavern Motor Club is committed to safeguarding the welfare of children and young people who engage with the Club on any social media sites used by the Club and as a result has developed a policy to support the clubs' work on any such sites.

This policy will be reviewed on an annual basis or after the outcome of any serious issue or incident as a result of the use of social media sites by Tavern Motor Club members.

This policy is endorsed by the Committee of Tavern Motor Club

2. The Aims of this Policy are:

- To ensure the principles of safeguarding are upheld within Tavern Motor Club social media channels, ensuring that members and competitors are able to safely engage in a range of activities including, fan participation, competition and online access to events and social activities.
- To ensure Tavern Motor Club website incorporates direct links to e-safety safeguarding information, including access to Child Exploitation and Online Protection (CEOP) link <https://www.ceop.police.uk/ceop-reporting>
- To regularly review the processes involved in the use of Tavern Motor Club social media sites by children under 18 years of age.
- To ensure that appropriate reporting procedures are followed if any abusive or illegal content or activity is identified.

3. Delivery

Tavern Motor Club will be active on third party social networking sites which are known to engage with children, as follows:

Facebook: <https://www.facebook.com/groups/322336986202612>

4. Management

Tavern Motor Club's Social Media Administrators are responsible for: -

- The day-to-day management of any Tavern Motor Club social media systems



- Establishing acceptable standards for the privacy and moderation of the service and will work with Tavern Motor Clubs Social Media Administrators to establish any other safeguards required
- That any comments posted are not, or may not be conceived as: offensive, insulting, abusive, threatening, racist, discriminatory or may cause offence or harm to others, including club officials, members of Tavern Motor Club or any person(s) associated with the activities of the Tavern Motor Club
- Deciding which links will appear on the Tavern Motor Club site and the acceptability of access to other sites
- Monitoring legally approved use of Tavern Motor Club content of any third-party websites used by Tavern Motor Club, including Twitter, YouTube and similar sites

5. Monitoring

Tavern Motor Club Social Media Administrators will be responsible for:

- Monitoring the acceptable use policy and clarify unacceptable behaviour including harassment, defamation, obscene or abusive language, the uploading of libellous, defamatory, obscene, illegal or violent material, or depicting nudity. This list is not exhaustive, and Tavern Motor Club may wish to add additional issues
- Referring any breaches of this policy to the Tavern Motor Club Committee will then inform the Safeguarding Officer who in turn will jointly decide on any course of action

6. Training and development

- Tavern Motor Club will support the Safeguarding Officer through the appropriate Vetting/DBS/Motorsport UK safer recruitment process.
- All Tavern Motor Club Committee members have completed the Motorsport UK safeguarding awareness training course and have the opportunity to attend annual Motorsport UK safeguarding workshops.

7. Target Age

- Tavern Motor Club has identified that: The minimum age requirement for registration on relevant site(s) should be 13 years
- Any commercial advertising which appears on parts of Tavern Motor Club website that is targeting children under 18 years of age will adhere to the relevant guidelines and codes of conduct for advertising to minors, guidance can be found at:
<https://www.gov.uk/marketing-advertisinglaw/advertising-codes-of-practice>
<https://www.asa.org.uk/codes-and-rulings/advertisingcodes.html>



- All personal information held or stored must be in line with The Data Protection Act 1998 & GDPR 2018

8. For further information about staying safe online please refer to

Child Exploitation and Online Protection Centre (CEOP) www.ceop.police.uk

Tel: 0870 000 3344 or 0370 496 7622 www.thinkuknow.co.uk

CEOP provides a 24/7 single point of contact for law enforcement, industry, non-government organisations and the public for reporting instances of online child abuse or potential online abuse in the UK.

9. Guidance for Club Officials - Managing Social Media Sites

Tavern Motor Club is committed to safeguarding children. If any Member Club of Motorsport UK operates a social media site with links to the Motorsport UK website, or any references to Motorsport UK, they are advised to adhere to the following guidance to ensure their responsible use of Motorsport UK Web Pages and Social Networking Sites. This also includes the use of Texts and Emails.

10. Guidance for Parents & Carers - Social Media Sites

The Following is a Code of Conduct for Parents and Carers in relation to the responsible use of Tavern Motor Club, Motorsport UK Web pages, Social Networking Sites, Texts and Emails. Tavern Motor Club is committed to safeguarding children and acknowledges that whilst the internet brings many benefits and opportunities it also opens some new risks and challenges. Guidance is offered for parents/carers on how to help children stay safe online. This can be found at:

<http://www.thinkuknow.co.uk/parents>

<http://www.ceop.police.uk>

Tavern Motor Club would ask you as a parent/carer to be aware of the following best practice promoted within motorsport. If you need further advice or guidance, please contact the Club Safeguarding Officer.

DO

- Consider what benefits you feel hosting message boards, forums or blogs will bring to the running and organisation of your club when compared to the potential risks. If you decide to use these methods of communication, ensure that they are password protected and only allow comments to be posted by individuals known and permitted access by the club
- Develop this social media policy and provide all users with best practice guidance on using social networking sites
- Appoint an appropriate adult(s) to manage and frequently monitor the content of the website and any social network site(s)
- Make sure everyone within your club knows who is responsible for monitoring the content of the club website and social networking areas and how to contact them. This information can be found on our website www.tavernmotorclub.co.uk



- Adopt and apply the guidance within Motorsport UK Social Media policy
- Remember that the club/team/group is responsible for all content contained within websites, forums, blogs, tweets or social networking areas maintained by the club/team/group
- Seek written consent annually, or for the period of the contract, from the parent/guardian of all drivers/participants under 18 for information and images to be placed on any Motorsport UK or Tavern Motor Club media site.
- Frequently monitor the content of the above and use the Codes of Conduct, the guidance provided by Motorsport UK and Motorsport UK Regulations, as a guide to acceptable behaviour including behaviour online
- REMEMBER - Place the CEOP, 'Report Abuse 'app on your web site and links to the www.ThinkUKnow.co.uk website

Do Not

- Host any participant's profiles or personal details of young drivers/anyone under 18 years of age on club sites without the written consent of their parent/carer
- Place pictures of individuals on Tavern MC websites or social media pages without the express permission of parents/carers
- Post or host items which may be considered hurtful, offensive, threatening, racist or discriminatory or which may otherwise cause offence or harm to another or might incite such behaviour in others

Do abide by the Motorsport UK and Tavern Motor Club guidance on the use of Social Media sites by:

- Knowing who the Club Safeguarding Officer is, and how to contact them if you have any concerns about the content of Tavern Motor Club or Motorsport UK web pages or in relation to the welfare of your child.
- Ensuring you are aware of how staff/volunteers and other members of the club/group/team should communicate with your child
- Showing an interest in communications between Tavern Motor Club/Motorsport UK, your child and yourself. Open communication about club activities/issues often means that concerns are picked up early and issues can be resolved more easily
- Familiarising yourself with Motorsport UK guidance for clubs in relation to websites, text messaging and social networking sites
- Familiarising 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
- Understanding the club's communication practices. If the club or individual uses text messages or emails as a source of communication and you are not being copied in, request to be copied into anything sent to your child immediately



- Ensuring your child understands that they should tell someone that they trust about communications that make them feel uncomfortable or when they've been asked not to tell their parent/carer or coach about the communication
- Remembering as a parent/carer of a child at the club you and your child are responsible for and need to abide by the Club Policy, Motorsport UK guidance and (Regulations) regarding comments that you place online about the club or club employees, Motorsport UK, drivers, team managers, match officials, opposing team's drivers participants officials or family members of any of those groups
- Inform the Club Safeguarding Officer or Motorsport UK's Head of Safeguarding as soon as possible if you or your child receives any inappropriate communication from any member of staff/volunteer or other person associated with Tavern Motor Club/Motorsport UK and save the communication • Follow the guidance given by the NSPCC Let's Keep Kids Safe Online
<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>
- 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 Tavern MC Safeguarding Officer/Motorsport UK Safeguarding Team or other agencies involved in the protection of children online
- If the above image is an indecent image of a child (anyone under 18), please DO NOT COPY the image. You will be committing a criminal offence if you do so
- Look at the guidance offered by the Child Exploitation Online Protection (CEOP) centre. CEOP provides guidance for parents/carers, children and young people. They also provide the most up to date guidance for online environments
- If you have serious online concerns for the welfare of your child report it directly to CEOP: <http://www.ceop.police.uk> and speak to the SSM/DSO as soon as possible, or use the click to report button
- If the online safety is deemed to be an emergency situation, then please contact the police as an emergency, and notify the Tavern Motor Club Safeguarding Officer as soon as possible, if the issue relates to conduct of a Motorsport UK academy member employee or volunteer

11. Guidance for Tavern Motor Club members - Social Media Sites

- The following is Tavern Motor Club/Motorsport UK guidance for Members and Volunteers in relation to the responsible use of Tavern Motor Club pages, Social Networking Sites, Texts and Emails
- Tavern Motor Club is committed to safeguarding children. The following guidance is provided not as an obstacle but to support the club to manage their safeguarding responsibilities effectively. It aims to ensure children, young people, and adults in a position of trust employed or volunteering with Tavern Motor Club activities are not subjected to improper communications or improper allegations

Do

- Obtain written consent from parents/carers before group email or texts are used to communicate with any child U18s



- Know who the Club Safeguarding Officer is
- Explain to parents/carers and club members the purpose and method for club officials to communicate by text and/or email with their child
- Use group texts or emails whenever possible and consider a club policy for copying in the parent/carer or the designated member of the club 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, or venue changes etc
- Report to the Club Safeguarding Officer any instance(s) where you have received any inappropriate communications from a young person or a family member. The CSO will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies
- Abide by Tavern Motor Club's Code of Conduct in relation to the use of Social Media Networking sites, Mobile Phones and E-communications. Advise your CSO of any non-club related emails/texts/other communication you receive

Do Not

- Use text or emails for personal conversations, sending pictures, jokes or other items of a personal nature or engage in any 'banter' or comments with or about children at the club
- Use internet or web based mobile phones or other form of communications to send personal messages of a non-motorsport nature to a child or young person
- Respond to emails or texts from young people other than those directly related to club matters
- Use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone
- Accept as a friend, young driver or any person employed or volunteering at the club who is under 18 on social networking sites
- Share your own personal social networking sites with children or young people involved at the club or ask them to be your 'friend'
- Make contact with children or young people known through motorsport outside of the motorsport context on social networking sites
 - Post personal comments in relation to the management or operation of the club, club officials, event officials, children, parent/guardian or opposition teams or any family members of those groups
 - Delete any inappropriate text or email messages sent to you as they may form part of any subsequent investigation

12. Guidance for Children & Young People under 18 years

Code of Conduct for U18s in relation to the responsible use of Tavern Motor Club's Web pages, Social Networking Sites, Texts and Emails. Mobile technology is a key part of everyday life and includes how and where you may find information about your motorsport club. It is a great way to get and share information. Within Tavern Motor Club we want you to use social networks, the internet, texts and email safely to find the information you need. Motorsport UK and Tavern Motor Club is committed to safeguarding your



welfare and has worked with Motorsport UK to produce the guidance below to help keep us all safe

Do

- Know who the Club Safeguarding Officer is
- Set appropriate privacy settings on your social network site(s)
- Know who from Tavern Motor Club should be contacting you and how they should be contacting you. If they use text messages or emails as a source of communication your parents may be copied into anything sent to you
- Tell an adult you trust about any communications that make you feel uncomfortable or that asks you not to tell your parent/carer
- Talk to a person you trust or the Club Safeguarding Officer OR Motorsport UK Head of Safeguarding Linda Medlicott if you are unhappy about anything sent to you or said about you over the internet, social networking sites, text messages or via email
- Tell an adult that you trust if an adult involved at Tavern Motor Club or involved in motorsport asks you to become their friend online and inform your Club's Safeguarding Officer
- Abide by this Code of Conduct in relation to the use of Social Media Networking sites, Texts and Emails
- If you want to know more about how to keep safe online explore the CEOP 'Think U Know' website to familiarise yourself with e-safety issues
- Report concerns directly to the police by clicking on the CEOP link below: <http://www.ceop.police.uk>
<http://www.thinkuknow.co.uk/>

Do Not

- Post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against Motorsport UK or Tavern Motor Club rules and could also be against the law
- Post personal comments in relation to the management or operation of the club, club officials, event officials, drivers, opposition team member(s)), or any family members of those above
- Engage in any personal communication, 'banter' or comments with staff / volunteer(s), motorsport officials, (etc)
- Give out personal details online including mobile numbers, email addresses or social networking account access to people you don't know well offline
- Invite any adult involved with Tavern Motor Club to become your friends online or accept them as a friend on any social network site. They have been told they must not accept such invitations
- Use internet, web-based, phone or any other form of communication to send personal messages of a non-motorsport nature to any member of staff/volunteer at the [club/group/team]
- Delete inappropriate text or email messages sent to you as they may form part of any subsequent investigation

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