Content:

This document provides guidance on the procedures that will support and underpin the use of social networking and other online services within table tennis and should be read in conjunction with the Social Media Guidelines.

Detail:

It is important that all members, volunteers, coaches, officials, and parents are aware of and agree to abide by the following:

- To protect all young people who make use of technology e.g. mobile phones, iPads, games consoles, handheld devices, and the internet whilst they are playing or involved with table tennis.

- To provide our members and volunteers with policy and procedure information regarding e-safety.

- To ensure everyone within table tennis is operating in line with our values and within the law regarding how IT (information technology) is used.

E-Safety Checklist:

1. Ensure that all members, staff, and volunteers understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites e.g. Twitter and Facebook, mobile phones, game consoles and the internet.

2. When engaging with digital technology and/or social networking companies it is important to ensure that everyone adheres to relevant legislation and good practice guidelines.

3. Adopt the Table Tennis England's Safeguarding Guidelines so it is clear how to report online concerns about possible abuse.

4. For clubs/leagues/counties decide how your webpage will be managed and by whom to ensure that appropriate measures are in place to:

   - Vet and manager the webpage/s
   - Whoever is managing the webpage receives the appropriate training
   - Ensure that the Club/League/County Welfare Officer is involved in checking the content
   - Ensure that any interactive content is moderated e.g. club social network page/discussion forums

5. Registration or 'signing up' to your club's social media pages:

   - Choose an appropriate email address to register/set up a profile or account
   - Ensure the appropriate security settings are set up

6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments, friends, and followers.

7. Ensure that members, volunteers, parents, and players are aware of the need to protect their privacy online and should be encouraged to carefully consider who they give access to their personal information online. Everyone should ensure that there is a clear differentiation between their personal and professional profiles.

8. Address safety when adding content to the club webpage or profile:

   - Promote safe and responsible use
   - Avoid taking personal details of young people
   - When uploading content – 'think before you post'
   - Report fake or imposter webpages or profiles

9. Address safeguarding when promoting your club/league/county and table tennis

10. Promote your club/league webpage using the club/league's own email rather than personal accounts

11. Encourage club members, parents, volunteers, and players to 'think' before posting comments or entering discussions being aware of the impact of any comments they may make on other people.