

# **E Safety Guidance for Officials and Volunteers at Pony Club**

Many Members, Volunteers and Instructors already use sites such as Facebook and Twitter. It is essential that you keep both yourself and young people safe online and, as an adult, you have a key role

**While social network profiles are easy to set up and use, it is important that you keep a professional distance online, just as you would in the 'offline' world.**

**Think carefully about how digital communication might appear to a third party, compared with a conversation in the real world, as there is increased potential for messages to be misinterpreted and forwarded to others.**

## **Guidance for adults**

- Remember you are in a position of trust as an Adult volunteer.
- Some sites have an age restriction (i.e. Facebook has a minimum age of 13 years)
- Use separate profiles and communication routes for email or social networking to keep contact with any young people and your private life separate.
- Only set up pages for events, activities or groups for which you are responsible.

- Do not use your personal social networking account to communicate with young people
- Conduct yourself in an appropriate way as you would face to face. Be aware of what you say and how you say it - the use of sarcasm and innuendo are not appropriate.
- Don't engage in one-to-one conversation with young people via chat facilities - this is the same as going into a private room and closing the door.
- Do not provide personal details, such as email addresses, school name etc, for young people on your website or social networking channel.
- Always ensure you have parental permission to use any appropriate photos of young people, and only use their first names in captions.
- When directly emailing or texting young people always send a copy to the Parent/Guardian named on their membership form.
- Under no circumstances contact a young person directly by e mail or social media for the purpose of discipline. All correspondence regarding discipline and or disciplinary matters should be addressed to their Parent/Guardian only.
- Inappropriate posts by young people on social media should be dealt with by Contacting the Parent/Guardian.

## **SOCIAL MEDIA**

Many Pony Clubs and members have their own social media pages. It is important that social media is not used as an open forum to voice complaints or comments of a negative nature regarding any Member, Committee or group within the NZPCA.

The Code of Conduct and fair play charter apply to social media and all Officials and Members should refrain from entering into any debate on social media which are covered by the code of conduct and for which the NZPCA has a complaints procedure.

## **GUIDELINES FOR BREACHES OF SOCIAL MEDIA ETIQUETTE**

Should a Member post a comment on the social media site of another member or Pony Club which could be considered to breach the Code of Conduct;

- The comment should be removed
- The person who posted the comment (or their Parent/Guardian if under 18) should be informed that the post has been removed and the reason for its removal. The member should be given information regarding the correct complaints procedure.
- If the comment is of a serious nature or the Member continues, after due warning to post inappropriate items, the Club Committee should refer to the code of conduct guide to dealing with breaches.
- At no time should any Club Official enter into an online debate or comment on a post which could be against the code of conduct.