

LEATHERHEAD RDA E-SAFETY CODE OF CONDUCT



Leatherhead Riding for the Disabled Association (Leatherhead RDA) understands the importance of emerging technologies for education, personal development and social interaction. However, we also recognise that safeguards need to be in place to ensure everyone using these electronic communications is kept safe at all times.

Leatherhead RDA seeks to promote e-safety by:

- Supporting and encouraging the use of electronic communications in a way that keeps everyone safe and shows respect to others.
- Supporting and encouraging parents and carers to do what they can to keep their children or vulnerable people safe when on-line or using their mobile phone.
- Informing parents and carers of incidents of concern as appropriate, dealing firmly, fairly and decisively with any examples of inappropriate use.
- Ensuring that images of children, vulnerable people and families are used only after written permission has been obtained and for the purpose for which consent was given.

Leatherhead RDA requests the following guidance be followed during or involving RDA activities:

Always

- Accept that there is a duty of care to all children and vulnerable people.
- Use electronic communications in an open and honest manner and conduct yourself as you would in face to face communications.
- Ensure your personal networking profile(s) are set to private or friends only.
- Choose your profile picture with care.
- Ensure you have the required permissions when uploading photos and videos online.
- Copy in a colleague when communicating with any RDA participant or anyone under the age of 18.
- Report any concerns to the Group Safeguarding Officer or Chair.

Never

- Take photographs of RDA activities without seeking permission from the coach or session organiser.
- Accept electronic communications with anyone under the age of 13.
- Accept friend requests on your personal account from anyone over whom you hold a position of trust.
- Use your personal social network account to communicate with anyone over whom you hold a position of trust.
- Post derogatory or malicious comments or use inappropriate language.
- Engage in a one-on-one conversation via chat or instant messaging facilities.
- Deliberately browse, download or upload material that is offensive or illegal.
- Give out details such as address, phone number or location unless they are separate professional contact details.