

### INTRODUCTION

The Social Media Policy must be read in conjunction with all other policies but especially the 'Filming and Photography' Policy and the 'Code of Conduct'.

### AIM OF POLICY

The aim of this policy is to ensure the safety and well-being of all members of Community Games when communicating via social media.

### PURPOSE OF THIS POLICY

This document provides clear and precise guidelines for all members to follow when using social media to ensure a positive experience for all.

Social Media can be defined as any website or application that enables users to create and share content or to participate in social networking. This includes but is not limited to Facebook, Twitter, Flickr, WhatsApp, Messenger, any website.

### USING SOCIAL MEDIA

In line with the Community Games Filming and Photography Policy, photos may be used on one or more of the Community Games social media platforms to promote the organisation or achievements of individuals and/or teams. The following are examples of what may be used online:

- News stories on Community Games
- Links to relevant material related to children, health, Sports, volunteers, cultural activities
- Links to Flickr album and photos
- Light-hearted comments or images
- Inspirational quotes
- Message of congratulations or good luck to our participants
- Throwback Thursday photos, a homage to the past
- Results of any events that have taken place
- Links to our Monthly Newsletter
- Links to our Press Releases

In some instances an individual may request that their image or the image of their child be removed from a social media website. This request must be respected.

Under no circumstances should any private or confidential information regarding a child be shared on any social media platform.

### Guidelines for managing a Social Media platform

\*Volunteers and staff must not use social media to engage directly or privately with children. All correspondence must be via the parent or guardian of the child. \*

It is the responsibility of the administrator for each social media platform to manage and remove any offensive or inappropriate comments or images.



## SOCIAL MEDIA POLICY

- Do not make offensive or inappropriate comments
- Any offensive or inappropriate comments/content will be removed by the social media administrator
- Do not use any private or confidential information
- Any private or confidential content must be removed by the social media administrator
- Do not post the full name and/or address of any child who may feature in a photo on our page (please refer to our Child Protection Policy)
- People who post offensive or inappropriate comments will be blocked from access
- Allegations or derogatory remarks made in relation to volunteers/staff or participants will be removed and the person will have his/her access blocked. If you wish to bring something to the attention of Community Games please send an email to [admin@communitygames.ie](mailto:admin@communitygames.ie)
- See the PR training workshop for more information:

If you have any questions with regards to any aspects of this policy please contact either the National Children's Officer or the National Office and Website Manager, see contact details below:

- National Children's Officer  
Caitriona Reynolds, [caitrona@communitygames.ie](mailto:caitrona@communitygames.ie) 086 7953564
- National Office and Website Manager  
Sinead Colleran, [sinead@communitygames.ie](mailto:sinead@communitygames.ie) 090 6433388

### COMMUNICATION OF THIS POLICY

This policy is available for download at [www.communitygames.ie](http://www.communitygames.ie).

The Area/County Children's Officer, as appropriate, shall inform children, adults, parents and volunteers of the Community Games Social Media Policy. The CEO shall inform staff of the Community Games Social Media Policy.

### MONITORING AND EVALUATING

This policy will be reviewed annually by the Chief Executive Officer by the 1<sup>st</sup> February of each year.