

Verve Taekwondo Wolverhampton, Martley and Tenbury Social Media Policy

1. Purpose

This policy sets out the standards and guidelines for the responsible use of social media by all members, instructors, parents, and volunteers associated with **Verve Taekwondo Wolverhampton, Martley and Tenbury**. It aims to promote a positive and respectful online presence while safeguarding our members, particularly children and vulnerable adults.

2. Scope

This policy applies to all individuals associated with **Verve Taekwondo Wolverhampton, Martley and Tenbury**, including:

- Instructors and coaching staff
- Students (including junior members)
- Parents and guardians
- Volunteers and club officials
- Social media account managers or admins

It covers all digital and social media platforms, including but not limited to:

- Facebook, Twitter (X), Instagram, TikTok, YouTube, Snapchat, LinkedIn
- Messaging services such as WhatsApp, Telegram, Facebook Messenger
- Club forums, blogs, and websites
- Any other online communication platforms

3. Club Social Media Accounts

The official **Verve Taekwondo Wolverhampton, Martley and Tenbury** social media accounts are managed by designated individuals appointed by the club. These platforms are used for:

- Promoting club events, classes, and achievements
- Engaging with current and prospective students
- Sharing martial arts-related educational content
- Providing updates on class schedules and policies

All content posted on official club accounts must adhere to the club's values and safeguarding policies.

4. Safeguarding and Social Media Use

To ensure the safety and well-being of our members, particularly children and vulnerable adults:

- No personal details (e.g., full names, addresses, phone numbers) of junior members will be shared on social media.
- Photos or videos of children will not be shared without written parental consent, in line with the club's **Photography & Videography Policy**. (See below this policy)
- Instructors and volunteers must not engage in private conversations with junior members through direct messages on social media.
- All online interactions should be professional and appropriate at all times.

5. Code of Conduct for Social Media Use

All members, parents, and staff must follow these guidelines when engaging with the club's social media:

- Be respectful in all communications, avoiding offensive, abusive, or discriminatory language.
- Do not engage in or tolerate cyberbullying, harassment, or trolling.
- Do not post misleading, false, or defamatory information about the club, its members, or associated individuals.
- Do not share confidential club matters, including financial, disciplinary, or safeguarding concerns.
- Any grievances should be raised through the official **Club Complaints Policy** rather than public forums.

6. Managing Club-Related Groups and Chats

Where the club operates WhatsApp or Facebook groups for communication:

- Only authorised club representatives should create and manage official groups.
- Groups must be used solely for club-related information (e.g., class times, events, schedule changes).
- Junior members under 18 should not be included in any private group chats unless parents/guardians are included.
- Messages must be appropriate, professional, and aligned with safeguarding policies.

7. Personal Social Media Use

While members and staff are encouraged to promote martial arts and the club, they must:

- Avoid representing themselves as an official spokesperson of **Verve Taekwondo Wolverhampton, Martley and Tenbury** unless authorised.
- Not share confidential club matters or personal information about other members.
- Not post content that could harm the reputation of the club or its members.

8. Responding to Inappropriate Social Media Use

If inappropriate content is posted relating to the club:

- The club management team will investigate and take appropriate action.
- Any safeguarding concerns will be reported to the relevant authorities.

- Posts that breach club policy may result in disciplinary action, including potential suspension or expulsion.

9. Reporting Concerns

Any concerns regarding social media use can be reported to the club's **Social Media Officer** or **Club Safeguarding Officer**. Concerns related to safeguarding must be escalated to BMABA's Safeguarding Team at safeguarding@bmaba.org.uk or by calling 01798 306546.

10. Policy Review

This policy will be reviewed annually or as necessary to ensure compliance with current legislation and safeguarding best practices.

11. Acknowledgement

All members, instructors, and parents are expected to read, understand, and adhere to this policy. By participating in **Verve Taekwondo Wolverhampton, Martley and Tenbury**, you agree to comply with these guidelines.

Signed: Phil Currie (Lead Instructor / Club Owner)

Date: 31/08/2026

Review Date: 31/08/2027

Verve Taekwondo Wolverhampton, Martley and Tenbury Photography & Videography Policy

1. Introduction

Verve Taekwondo Wolverhampton, Martley and Tenbury recognises the benefits of photography and videography in promoting our club, celebrating achievements, and documenting training sessions and events. However, we are also committed to safeguarding our members, particularly children and vulnerable individuals, and ensuring compliance with UK GDPR (General Data Protection Regulation) and data protection laws.

2. Scope

This policy applies to all members, instructors, staff, volunteers, spectators, parents/guardians, and external photographers capturing images or videos during any Verve Taekwondo Wolverhampton, Martley and Tenbury activities.

3. Purpose of Photography & Videography

Photography and videography may be used for:

- Promotional material, including club websites and social media platforms.
- Educational and training purposes.
- News articles, local media, and sports publications.
- Club archives and historical records.

4. Consent & GDPR Compliance

Under UK GDPR, photographs and videos of individuals are considered personal data. As such, Verve Taekwondo Wolverhampton, Martley and Tenbury will:

- Obtain written consent from individuals (or their parents/guardians if under 18) before capturing or using their images/videos.
- Ensure consent is recorded and securely stored.
- Allow individuals to withdraw their consent at any time by contacting info.dtkd@gmail.com.
- Ensure that photographs and videos are used in a responsible and appropriate manner.
- Not use images or videos for purposes other than those explicitly stated at the time of consent.

5. Club Photography & Videography Rules

To ensure safeguarding and compliance, Verve Taekwondo Wolverhampton, Martley and Tenbury enforces the following rules:

- Photography or videography during sessions must be authorised by the club's management.

- Any images or videos taken by instructors or staff must align with safeguarding best practices.
- Images must not be used inappropriately or manipulated to cause harm or embarrassment.
- Students will not be identified by full name without explicit additional consent.
- No photography or filming will be permitted in changing rooms or other private areas.
- Photography at competitions or events will follow the respective event organiser's policy.

6. Safeguarding Considerations

Verve Taekwondo Wolverhampton, Martley and Tenbury takes safeguarding seriously and will:

- Ensure all instructors and staff understand safeguarding responsibilities regarding photography.
- Ensure any concerns about photography are reported immediately to the club's safeguarding officer.
- Respond swiftly to any complaints or issues regarding inappropriate image use.
- Protect the identities of children or vulnerable individuals who have opted out of photography.

7. Third-Party & Public Photography

If an external photographer or videographer is used (e.g., for promotional purposes), they must:

- Be vetted and approved by Verve Taekwondo Wolverhampton, Martley and Tenbury.
- Sign an agreement confirming compliance with GDPR and safeguarding policies.
- Not use images/videos beyond the agreed purpose.

At public events, spectators may wish to take photos or videos. Verve Taekwondo Wolverhampton, Martley and Tenbury will remind attendees to do so responsibly and in compliance with safeguarding policies. If any individual objects to being filmed or photographed, their request must be respected.

8. Handling Concerns & Complaints

If any member, parent, or guardian has concerns about photography or videography:

- They should raise their concerns with the club's safeguarding officer or management.
- If the concern relates to safeguarding, it should be reported immediately to the BMABA Safeguarding Team at **01798 306546** or safeguarding@bmaba.org.uk.
- Any inappropriate or unauthorised use of images will be investigated, and action will be taken where necessary.

9. Image & Video Storage

All images and videos taken for club use will:

- Be stored securely and only accessible by authorised personnel.
- Not be retained for longer than necessary.
- Be deleted upon request where consent has been withdrawn.

10. Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation or best practices.

Approved by: Phil Currie

Date: 31/08/2026

Next Review Date: 31/08/2027

Contact Information

For any concerns or queries regarding this policy, please contact info.dtkd@gmail.com.