



# PETERBOROUGH UNITED FOOTBALL CLUB

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## Peterborough United Football Club – Guidance for staff

All Peterborough United staff including part time staff and volunteers are reminded that the relevant Codes of Conduct apply online and in text and email communications. Breaches of these codes may result in disciplinary action being taken.

### Social Media

Social Media, when used properly, is enjoyable and opens a lot of opportunities for the Football Club. Through following the Club's simple guidelines and procedures potential downsides and risks can be avoided. Social Media can be safely used as an effective means of communication and engagement. As well as being a fun way to relax and stay in touch with friends. It is also of the utmost importance to keep personal and business matters separate.

Peterborough United advise that staff adjust their privacy settings for your personal accounts so that their personal content is only visible to accepted 'friends'. All social media posts should follow with Club values and every effort should be made to reduce occasions when they may be misinterpreted by the public. This will reduce the risk of you attracting complaints which may result in unnecessary investigation. All employees and volunteers at the Football Club are viewed as role models and they should behave so accordingly.

All staff are to ensure that any social media post you make could not cause personal distress or be viewed as inappropriate for children.

All staff should always have specific consent before posting any personal information online – this includes photographs where an individual can be identified. Parental/ Guardian consent is provided for official Club use and not for the use of individuals. Whilst we wish to celebrate success as a Club please ensure that your posts, pictures and information is compliant with this policy.

Children, young people and adults at risk may consider you as a friend and on occasions you may receive 'friend requests' through social media platforms. It is imperative that you do not accept such requests nor message through social media tools or apps with an explanation why you are unable to. This breaches the Club Safeguarding Code of Conduct and may put your position within the Club in risk.

What may be well intentioned friendly contact this may not be considered the case by parents, staff at the Club or the Local Authority who determine whether people are safe to work with children.

### Messaging children, young people, or adults at risk via texts, apps and emails:

It is inappropriate and often unnecessary for staff, and those in a position of trust, to communicate with children on a one-to-one basis via:

- text message
- e-mail
- instant messaging or through social networking sites

All communications with Under 16's should have the consent of parents and be sent in group messages rather than single messages to individuals.

The Club understands that there may be occasions where direct contact may be needed between Club staff and the 16–18-year-old Academy group. In these situations, staff should ensure that consent from parents is in place.



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This will help aid the protection of staff from allegations of inappropriate contact and grooming activity.

Any messages sent directly to children outside of these guidelines will be viewed by the Club with suspicion and may result in a disciplinary investigation.

This guidance also applies to e-mails which should always be sent from work rather than individual accounts.

All contact must relate to Club activity and your own personal details should never be discussed. Discussions with children, young people, or adults at risk about your own personal relationships or any personal difficulty will never be accepted by the Club as acceptable.

Every contact with children, young people, or adults at risk should be transparent and accountable.

## **If you have concerns regarding social media, texts, and emails.**

If you suspect that someone is using social media or messages in an unsafe or inappropriate manner, you should report this to your Line Manager or a member of the Designated Safeguarding team in line with the Club policies. This will be considered as a confidential concern and treated by staff as a neutral act.

Senior Safeguarding Manager – [bob.symns@theposh.com](mailto:bob.symns@theposh.com)  
Club Welfare officer – [liz.elsom@theposh.com](mailto:liz.elsom@theposh.com)  
Academy Safeguarding/ Player Care – [Kayleigh.stent@theposh.com](mailto:Kayleigh.stent@theposh.com)  
Designated Safeguarding Officer – [james.baum@theposh.com](mailto:james.baum@theposh.com)  
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Designated Safeguarding Officer – [paolo.difabrizio@theposh.com](mailto:paolo.difabrizio@theposh.com)

Written by: Kayleigh Stent  
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Authorised by:  
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Signed off by:  
Bob Symns  
Senior Safeguarding Manager  
&  
The Peterborough United Board

Date written: 14.04.2021



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