



**WAVERLEY**  
**Gymnastics Centre**

**Social Media Policy**  
**August 2024**

## Authorisation

Version	Author	Date	Approved By	Approval Date	Review Date
1	WGC	July 2024	WGC Committee	20/08/2024	20/08/2024

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# 1. Purpose

Waverley Gymnastics Centre ('WGC') is committed to protecting the interests and safety of gymnasts in online environments. The *Social Media Policy* ('this Policy' aims to:

- Demonstrate WGC's commitment to providing an environment where gymnast's safety, health and happiness is at the centre of the organisation
- Recognise the risks which present to under 18 employees interacting with over 18 employees and aim to protect under 18 employees from such risks
- Promote and support positive peer relationships amongst gymnasts.

# 2. Scope

This Policy extends to all aspects of activities and programs provided by WGC, which involve, result in or relate to contact with children in online environments. This Policy applies to all individuals who conduct work for, or are connected to WGC in a paid or unpaid capacity, including:

- WGC Committee
- Club Director
- Staff
- Volunteers, including judges and parent volunteers
- Contractors and sub-contractors, including sports medicine physicians and physiotherapists
- Gymnasts (both under and over 18)

The above are collectively referred to as '*personnel*' in this Policy.

# 3. Terms and Definitions

Term	Meaning
<b>GA</b>	Gymnastics Australia
<b>Gymnast</b>	Refers to an individual who participates in WGC's programs (includes children and young people).
<b>Routine Monitoring</b>	Routine monitoring includes the monitoring of: <ul style="list-style-type: none"><li>• Comments</li><li>• Reviews</li><li>• Likes</li><li>• Follows</li><li>• direct messages</li><li>• other interaction related to the WGC Facebook and Instagram accounts.</li></ul>

<b>Personnel</b>	All individuals included in the scope of this Policy
<b>Social Media</b>	<p>Social Media includes (but is not limited to) the following applications and websites:</p> <ul style="list-style-type: none"> <li>• Instagram</li> <li>• Instagram Threads</li> <li>• Snapchat</li> <li>• Facebook</li> <li>• Facebook Messenger</li> <li>• TikTok</li> <li>• X (formerly known as Twitter)</li> <li>• Reddit</li> <li>• Discord</li> <li>• Twitch</li> <li>• BeReal</li> <li>• LinkedIn</li> <li>• Pinterest</li> </ul>
<b>Staff</b>	Refers to any person who is employed by WGC (paid and unpaid).
<b>WGC</b>	Waverley Gymnastics Centre

## 4. Social Media Use

WGC personnel are prohibited from the below actions:

- Impacting (or possibly impacting) WGC's reputation negatively
- Making comments or sharing content that would contravene WGC's Child Safe Code of Conduct
- Suggesting WGC endorse an individual's views or opinions
- Disclosing confidential WGC information
- Breaching the privacy of WGC personnel or gymnasts.

WGC gymnasts are prohibited from the below actions:

- Impacting (or possibly impacting) WGC's reputation negatively
- Posting and/or sharing any media of a WGC coach or staff member (unless it is an official GA/GV photo, team photo, or photo taken with the consent of the WGC coach or staff member)
- Posting and/or sharing any media of another WGC gymnast without their consent
- Making a post, creating content, commenting or messaging anything that may be hurtful to someone else
- Sharing someone else's personal or private information.

## 5. Social Media Interaction

### *WGC Personnel and Gymnast Interaction*

To safeguard gymnasts and ensure compliance with the Gymnastics' Australia [Social Media Policy](#), WGC personnel are prohibited from interacting with WGC gymnasts on social media. This includes but is not limited to 'befriending' and/or 'following' gymnasts on social media platforms.

Communication between WGC personnel and gymnasts should only occur through authorised WGC channels, in accordance with WGC's *Employee and Gymnast Communication Policy*.

### *Interactions between WGC Employees (under 18) and Employees (over 18)*

To maintain a safe and professional environment, WGC employees (under 18) and employees (over 18) are prohibited from interacting on social media. This includes, but is not limited to, 'befriending' and/or 'following' each other on social media platforms.

Communication between WGC employees (under 18) and employees (over 18) should only occur through authorised WGC channels, in accordance with WGC's *Employee and Gymnast Communication Policy*.

## Exemptions

WGC recognises that there may be pre-existing personal relationships between employees that were formed prior to or outside of employment with WGC. In such circumstances, exemptions may be made if the following requirements are met:

- The employees notify WGC of the pre-existing relationship by completing and submitting the Disclosure of Pre-existing Relationship Form to the Child Safeguarding and Wellbeing Manager by email at [childwellbeing@wgc.org.au](mailto:childwellbeing@wgc.org.au); and
- A parent/guardian of the child/employee under the age of 18 provides written consent to allow their child to connect with the employee (over 18) online.

If approved, WGC expects the employees to engage online in accordance with this Policy, *the Child Safety and Wellbeing Policy*, the *Child Safe Code of Conduct* and relevant supporting procedures.

Additionally, WGC recognises there may be personnel whose children or family member/s participate in WGC gymnastics programs. If there is an existing family relationship, section 5 'Social Media Interaction' of this policy does not apply.

## 6. Routine Monitoring

As part of WGC's commitment to ensuring the wellbeing of WGC athletes, the WGC Social Media Manager will routinely monitor the WGC Facebook and Instagram accounts within 24 hours of posting and 48 hours on public holidays.

The Child Safeguarding and Wellbeing Manager will routinely monitor the WGC Facebook and Instagram accounts, and any other relevant media.

## 7. Breaching this Policy

WGC responds promptly to any breach of this Policy. The response will be managed in a fair, unbiased, and supportive manner. WGC will consider the nature of the breach, and may take any of the following actions:

- Facilitate mediation between the parties involved in the incident (where appropriate)
- Provide specific education and training with emphasis on the relevant component of this Policy or supporting procedure that was the subject of the breach
- Impose restrictions on the duties of the person involved in the breach such as a ban or suspension from WGC facilities
- Provide closer supervision of a staff member
- Conduct a review of current policies and procedures, with updates and developments adopted if necessary
- Disciplinary action in accordance WGC's disciplinary procedures. Disciplinary action may include, but is not limited to, the suspension or termination of employment.

The details of the breach will be documented, recorded, and kept confidential in accordance with *WGC's Complaint's Handling Procedure*.

### Gymnastics Australia (GA) and the National Integrity Framework

WGC, its staff and committee members have obligations to comply with GA's *Safeguarding Children and Young People Policy*. Breaches of GA's policy is dealt with in accordance with GA's *Complaints, Disputes and Discipline Policy*.

## 8. Policy Review

This Policy is reviewed by the Child Safeguarding and Wellbeing Manager and High-Performance Manager (with support from the Director) within two years of the last completed review date, or earlier as required in accordance with legislative and/or regulatory updates. Any significant changes or significant amendments that could alter the interpretation of this Policy are to be reviewed and approved by the Committee.

## 9. Related Policies and Procedures

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

- [\*Child Safety and Wellbeing Policy\*](#)
- [\*Child Safe Code of Conduct\*](#)
- [\*Child Safe Complaints Handling Procedure\*](#)
- [\*Gymnastics Australia Safeguarding Children and Young People Policy\*](#)
- [\*Gymnastics Australia Complaints, Disputes and Discipline Policy\*](#)
- [\*Gymnastics Australia Social Media Policy\*](#)

# Version History

Version	Date Amended	Author	Change Details