



## Online Safety, Digital Communications and Media Policy

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**Organisation:** Traditional Shotokan Karate UK (TSKUK)

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### 1. Purpose

Traditional Shotokan Karate UK (TSKUK) recognises the benefits that digital technology, social media, online communication and media can bring to Karate.

TSKUK also recognises that digital environments can create safeguarding, welfare, privacy and reputational risks.

This policy establishes the standards and expectations for the safe, responsible and appropriate use of:

- Digital communications.
- Social media.
- Websites.
- Messaging platforms.
- Photography.
- Videography.
- Livestreaming.
- Online learning platforms.
- Artificial intelligence (AI) generated content.
- Other digital technologies used in connection with TSKUK activities.

The welfare of children and adults at risk remains paramount in all digital and online environments.

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### 2. Scope

This policy applies to:

- TSKUK Senior Instructors/the Chief Instructor.
- Designated Safeguarding Personnel.
- Affiliated clubs.
- Club Welfare Officers.
- Instructors.
- Coaches.
- Referees and judges.
- Volunteers.
- Parents and carers.
- Members and participants.
- Photographers and videographers.
- Social media administrators.
- Website administrators.
- Any individual acting on behalf of TSKUK.

This policy applies to:

- Websites.
- Email.
- Messaging applications.
- Social media platforms.
- Online forums.
- Livestreams.
- Online meetings.
- Photography and filming.
- Digital storage systems.
- Any digital communication connected to TSKUK activities.

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### **3. Online Safety Principles**

TSKUK is committed to promoting safe, respectful and responsible use of technology.

The following principles apply:

- Safeguarding responsibilities apply equally online and offline.
- The welfare of children and adults at risk is paramount.

- Digital communication should be professional, transparent and appropriate.
  - Online concerns will be taken as seriously as concerns occurring in person.
  - Personal information should be protected.
  - Everyone has a responsibility to contribute to a safe online environment.
  - Digital technologies should be used to support participation, communication and learning, not to cause harm.
  - Online conduct should reflect the values and standards expected within TSKUK.
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#### **4. Digital Communications**

All digital communications connected to TSKUK activities must be:

- Professional.
- Appropriate.
- Relevant.
- Transparent.
- Capable of review where necessary.

Communication should take place through approved organisational channels.

Where children are involved:

- Parents or carers should be included.
- One-to-one communication should be avoided.
- Secret or hidden communications must never occur.
- Professional boundaries must be maintained at all times.

Individuals acting on behalf of TSKUK must not:

- Use personal social media accounts to communicate privately with children.
- Engage in inappropriate personal relationships online.
- Share inappropriate material.
- Use digital communications in a manner that could place themselves or others at risk.

Group messaging systems should:

- Have at least two adult administrators wherever practicable.
- Be used only for legitimate Karate-related purposes.
- Be monitored appropriately.

Communication should occur during reasonable hours unless exceptional circumstances exist.

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## **5. Online Safety Risks**

TSKUK recognises that online harms may include:

- Cyberbullying.
- Harassment.
- Online abuse.
- Grooming.
- Radicalisation.
- Sexual harassment.
- Harmful sexual behaviour.
- Sexting or youth-produced sexual imagery.
- Image-based abuse.
- Identity theft or impersonation.
- Online scams or fraud.
- Misuse of artificial intelligence tools.
- Distribution of manipulated or misleading media.

Concerns involving online harm should be managed in the same way as any other safeguarding concern.

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## **6. Social Media**

TSKUK encourages positive and responsible use of social media.

Individuals representing TSKUK, or who can reasonably be identified as being connected to TSKUK, are expected to uphold TSKUK values both online and offline.

Users must:

- Communicate respectfully.
- Promote positive participation.
- Respect confidentiality.
- Respect the privacy of others.
- Avoid behaviour that could damage individuals or the reputation of TSKUK.

Users must not:

- Engage in bullying or harassment.
- Publish discriminatory, abusive or threatening content.

- Share confidential information.
  - Discuss safeguarding investigations publicly.
  - Discuss disciplinary investigations publicly.
  - Post misleading or deliberately false information.
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## **7. Photography, Filming and Media**

TSKUK recognises that photography and videography can be an important part of celebrating achievement, supporting coaching, recording events and promoting Karate. However, photography, filming and audio recording also present significant safeguarding, privacy and data protection risks.

Photography, filming and media use must be managed responsibly and in accordance with safeguarding and data protection requirements.

TSKUK requires informed written consent for any photography, filming or audio recording of children or adults at risk.

Consent must be:

- Specific to the relevant event or set of activities.
- Collected via written forms or secure online registration.
- Capable of being withdrawn at any time without prejudice.

No recording, including images, video or audio, may take place without prior written consent from the parent/carer of those being recorded, or from the adult themselves where appropriate.

TSKUK may use photographs, video recordings and other media for approved purposes including:

- Promotion.
- Marketing.
- News articles.
- Websites.
- Social media.
- Training and education.
- Coaching support.
- Historical records.

TSKUK will take reasonable steps to respect and implement consent preferences.

Individuals must not:

- Record others without appropriate authority or consent.

- Share media inappropriately.
- Use media to harass, embarrass or exploit others.
- Circumvent consent arrangements.
- Capture images or recordings in changing rooms, toilets or private areas.
- Capture images or recordings that are inappropriate, intrusive or inconsistent with safeguarding best practice.

Mobile phone use during classes by those taking part in the class is prohibited unless expressly authorised for a specific reason.

Any staff member, volunteer, parent/carer, visitor or participant must not use mobile phones or cameras during training or events in a way that:

- Disrupts sessions or instruction.
- Invades others' privacy.
- Contravenes consent arrangements.
- Creates a safeguarding concern.

### **7.1 Venue-Specific Photography and Filming Rules**

TSKUK operates within a range of venues, including leisure centres, sports halls, community facilities, sports centres and other hired or privately owned venues.

All members, parents, carers, visitors, officials, photographers and participants must follow each venue's own policies regarding photography, filming and mobile device use.

At TSKUK events, TSKUK reserves the right to restrict, limit or prohibit photography, filming or mobile device use where necessary for safety, privacy, safeguarding, venue compliance or event management reasons.

### **7.2 Photography and Filming by Parents, Carers and Spectators**

TSKUK recognises that parents, carers and spectators may wish to photograph or film their own child or family member at events.

Where this is permitted, photography and filming must be carried out responsibly and respectfully.

Individuals should:

- Avoid capturing anyone outside their own family group where possible.
- Be mindful of individuals who may not have provided photo/video consent.
- Not publish or share images of other people's children without permission.
- Stop recording if asked to do so by TSKUK, venue staff or event officials.

TSKUK cannot guarantee the complete prevention of incidental capture at large public or semi-public events, but will take reasonable steps to manage photography and filming risks.

### **7.3 Approved Photography and Videography**

Photography and videography at official TSKUK activities should only be carried out by designated TSKUK-approved individuals or others who have been clearly authorised.

Personal devices may only be used for official recording purposes where:

- It is necessary, for example because no organisational equipment is available.
- It has been risk assessed or specifically authorised.
- It is for approved TSKUK purposes only.
- All images and recordings are managed in line with this policy and data protection requirements.

Images or recordings taken on personal devices for approved TSKUK purposes must be:

- Uploaded promptly to TSKUK's approved storage systems.
- Deleted permanently from the personal device as soon as reasonably practicable after upload.

No staff member, volunteer, official or authorised photographer may keep copies of images or recordings of children or adults at risk on personal devices for personal use.

Any unauthorised use of personal devices for recording, storing or sharing images constitutes a breach of this policy and may result in disciplinary action.

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## **8. Personal Devices**

Personal devices include mobile phones, tablets, laptops, cameras and any other privately owned equipment capable of communication, photography, filming, audio recording or digital storage.

Personal devices may only be used in connection with TSKUK activities where this is appropriate, necessary and consistent with safeguarding and data protection requirements.

Personal devices must not be used in a way that:

- Breaches safeguarding expectations.
- Breaches consent arrangements.
- Invades privacy.
- Creates unmanaged one-to-one contact with children.
- Stores personal data unnecessarily.
- Creates reputational risk for TSKUK or affiliated clubs.

If personal devices must be used for communication in exceptional cases, for example in an emergency, this must be clearly justified and, where relevant, parent/carers awareness or permission should be in place.

Where personal devices are used to capture images, video or audio for approved TSKUK purposes:

- The use must be authorised.
- The media must relate to approved TSKUK activities.
- The media must be transferred promptly to approved TSKUK storage systems.
- The media must be deleted from the personal device as soon as reasonably practicable.
- The media must not be retained for personal use.

Individuals must not retain images, videos or recordings of children or adults at risk on personal devices for personal use.

Unauthorised recording, storage, sharing or retention of media may result in disciplinary action.

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## **9. Livestreaming and Online Events**

Where online events, meetings, courses or livestreams are conducted:

- Appropriate safeguarding measures must be implemented.
- Access should be controlled where appropriate.
- At least two responsible adults should be involved in delivering or moderating activities involving children wherever reasonably practicable.
- Participants should use appropriate settings and backgrounds.
- One-to-one online sessions with children should not take place unless specifically authorised and safeguarded.

Any recording of online sessions must comply with this policy and relevant consent requirements.

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## **10. Artificial Intelligence (AI) and Emerging Technologies**

TSKUK recognises the growing use of artificial intelligence and emerging digital technologies.

AI-generated content must be used responsibly and lawfully.

Individuals must not:

- Create or distribute harmful, misleading or deceptive content.
- Generate fake images or recordings of individuals without lawful authority.
- Use AI tools to bully, harass, intimidate or exploit others.
- Use AI-generated content in a manner that undermines safeguarding, privacy or trust.

Concerns involving AI-generated content should be reported and managed under safeguarding, disciplinary or complaints procedures where appropriate.

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## 11. Media Storage and Security

Digital media must be stored securely.

Access should be limited to those with a legitimate need.

Media should only be retained for as long as necessary and in accordance with the TSKUK Information Sharing and Record Retention Procedure.

Where media forms part of a safeguarding concern, complaint, disciplinary matter or investigation, it must not be deleted and should be preserved as potential evidence.

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## 12. Reporting Concerns

Any concern relating to:

- Online safety.
- Digital communications.
- Social media.
- Photography or filming.
- Online abuse.
- Cyberbullying.
- Grooming.
- AI-generated content.
- Media misuse.

should be reported immediately.

Concerns may be reported by:

- Contacting the TSKUK Designated Safeguarding Person.
- Contacting the TSKUK Deputy Designated Safeguarding Person.
- Contacting a Club Welfare Officer.
- Using the TSKUK Safeguarding Reporting Tool: [TSKUK Incident Report Form - ESKA - Eastern Shotokan Karate Association.](#)
- Following TSKUK safeguarding procedures.

Individuals should avoid investigating concerns themselves and should preserve screenshots, messages, images or other evidence where safe and appropriate to do so.

Where immediate risk exists, emergency services should be contacted without delay.

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### **13. Digital and Social Media Code of Conduct**

#### **Staff, Instructors, Officials and Volunteers**

Must:

- Use approved communication channels where possible.
- Maintain professional boundaries.
- Protect confidential information.
- Follow safeguarding requirements.
- Report concerns promptly.

Must not:

- Communicate secretly with children.
- Accept friend or follow requests from children using personal accounts.
- Share inappropriate content.
- Engage in behaviour that could bring TSKUK into disrepute.

#### **Parents and Carers**

Must:

- Use digital platforms responsibly.
- Respect the privacy of others.
- Follow consent arrangements.
- Raise concerns through appropriate procedures.

Must not:

- Share images of others without permission.
- Engage in online abuse or harassment.
- Discuss safeguarding matters publicly.

#### **Children and Young People**

Should:

- Be respectful online.
- Protect personal information.
- Report anything that makes them feel uncomfortable or unsafe.
- Seek support from a trusted adult where needed.

Must not:

- Bully or harass others online.

- Share inappropriate content.
- Share media of others without permission.

### **Affiliated Clubs**

Affiliated clubs must:

- Follow TSKUK online safety requirements.
  - Maintain appropriate consent arrangements.
  - Moderate digital platforms responsibly.
  - Support safe communication practices.
  - Report safeguarding concerns appropriately.
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## **14. Monitoring and Review**

This policy will be reviewed annually or sooner if required by:

- Changes in legislation.
- Changes in safeguarding guidance.
- Technological developments.
- Organisational changes.
- Learning from incidents or investigations.

Oversight of this policy rests with the Designated Safeguarding Person and the Chief Instructor.

This policy should be read alongside the Safeguarding Policy for Children and Adults at Risk Policy, Data Protection Policy, Privacy Notice, Information Sharing and Record Retention Procedure, Complaints, Grievances and Managing Allegations Policy and Codes of Conduct.