**[Organisation Name] Group Messaging Platform Code of Conduct**

**Introduction**

This Code of Conduct aims to ensure that all members of an [organisation name] messaging platform group communicate respectfully, responsibly, and safely. By participating in the group, all members agree to adhere to the following guidelines.

**General Guidelines**

* **Respectful Communication**
  + Be polite- treat all members with respect and courtesy.
  + Avoid using offensive, discriminatory, or inappropriate language.
  + Be mindful of the tone and context of messages.
* **Appropriate Content**
  + Only those age 13+ may be added to a messaging platform group.
  + Share only relevant information related to organisational activities.
  + Do not share personal or sensitive information.
  + Avoid sharing images, videos, or links that could be considered inappropriate or harmful.
* **Privacy**
  + Respect the privacy of other members.
  + Do not share phone numbers or personal information of group members outside the group.
* **Safety**
  + Report any concerns or inappropriate behaviour to the group administrators immediately.
  + Do not use features such as ‘read once’ for sharing important information.
  + Share live locations only when necessary and within the context of organisation-related activities.
* **Group Administration**
  + Follow the instructions of group administrators.
  + Understand that administrators have the right to delete inappropriate messages and remove members who do not comply with this code of conduct.
* **Monitoring and Reporting**
  + Group administrators will monitor the chat to ensure compliance with this code of conduct.
  + Members should report any concerns, inappropriate behaviour, or breaches of this code to BowlsWales Safeguarding.
* **Consequences of Misconduct**
  + Members who violate this code of conduct may be subject to removal from the group.
  + Serious breaches may be escalated to BowlsWales senior management and/or external agencies as appropriate and could result in further action in accordance with BowlsWales safeguarding policies.
* **Agreement**
  + By participating in the [organisation name] messaging platform group, you agree to adhere to this code of conduct.

**[Organisation name] Group Messaging Platform Permission Slip**

The purpose of an [organisation name] messaging platform group is to provide members with details and information relating to organisation-related activities and events, this includes the sharing of appropriate information such as Activities, Itineraries and Logistical Information.

**Messaging Platform Group Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consent and Agreement**

**Consent for Participation**

* I give permission for my child to be added to the above-named messaging platform group.
* I understand the purpose of the group and agree to its use for organisation-related communication.

**Code of Conduct**

* I have read and understood the [Organisation name] Group Messaging Platform Code of Conduct.
* I agree that my child, and I, will always adhere to the [organisation name] Group Messaging Platform Code of Conduct.

**Privacy and Safety**

* I understand that my child’s phone number will be visible to other group members.
* I agree to report any concerns or inappropriate behaviour to the group administrators.

**Parental Involvement**

* I understand that I may be added to the group or a separate parent/carer group for communication purposes.

**Signatures**

**Young Person’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Young Person’s Contact Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed permission slip to [organisation name] before [insert deadline].

By signing this permission slip, you acknowledge that you have read and understood the [organisation name] Group Messaging Platform Usage Policy and agree to comply with its terms.