

Annex A1. Safe digital behaviour: the settings guide

A1.1 How to use this guide

Use this guide with a trusted adult if helpful. Review who can contact you, who can add you to groups, what you share and which comment or message controls are available. You are not responsible for another person's harmful behaviour, and changing settings does not remove the club's responsibility to help.

The illustrations reproduce the redacted figures in the original D2.3. They show audit accounts recorded on 14 August 2026. Except for a TikTok account registered with an under-16 date of birth, the observations used adult accounts. They do not establish the default settings for all children. Menu names, account permissions and features may change; use the platform's current help if your screen differs. Some documentary sources were checked later in August, and selected claims were reviewed on 24 September; the live walkthroughs were not repeated for this edition.

Screenshot codes match the historical evidence pack. Report-step counts and category labels describe the recorded walkthrough, not every current route. A confirmation screen does not prove that a moderation decision was made or communicated. The audit did not establish real report outcomes; see Annex A4.

A1.2 Instagram

Review account visibility. In the recorded screen, Account privacy included Private account. Choose the most appropriate available privacy setting and review existing followers; making an account private does not undo material already shared. (SS-IG-01)

Review message requests and group invitations. The observed adult account offered request options including Everyone, Your followers and No one, and group-invitation options including Everyone and People you follow or have messaged before. The account showed Everyone for both. Select the appropriate available restriction and review who you already follow or have contacted. This is an observed account configuration, not a statement about all teen accounts. (SS-IG-02)



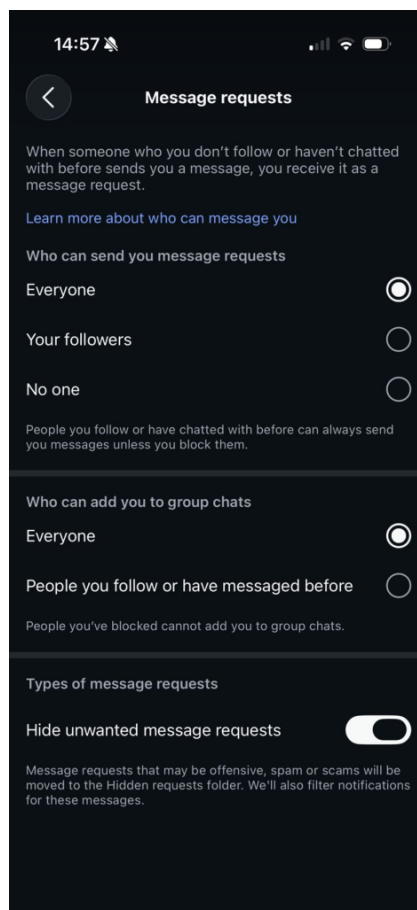


Figure 1. Historical Instagram message-request and group-invitation controls. The observed adult account displayed Everyone; this is not a verified child-account default.

Review unwanted-request and word controls. The audit screen included Hide unwanted message requests and a custom Hidden words list. Custom entries can help address repeated terms; automatic detection may operate separately. Discuss suitable words without asking a child to reproduce humiliating material unnecessarily. (SS-IG-02, SS-IG-04)

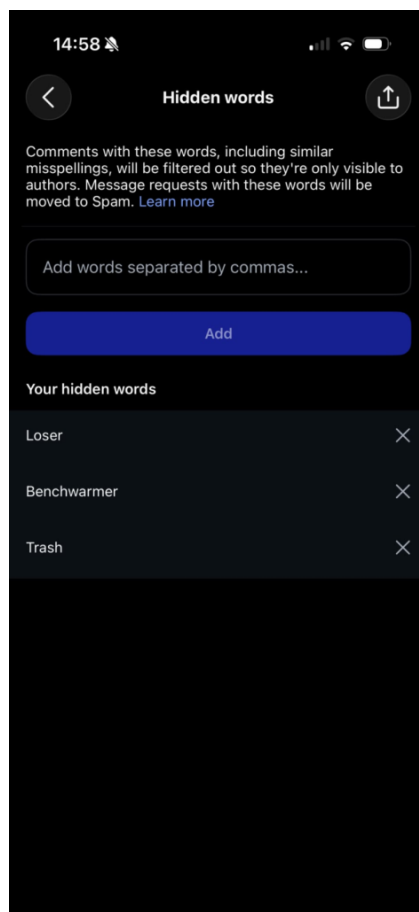


Figure 2. Historical Instagram custom Hidden words list, shown as a user-configured control rather than proof that all automatic filtering is inactive.

Know where to seek help. Block, Restrict and reporting controls appeared in the recorded walkthrough. Use relevant reporting and the club's safeguarding contact when needed; do not assume that an acknowledgement is the final outcome. (SS-IG-05 to SS-IG-10)

Current documentary guidance: Meta describes stricter teen messaging and group-invitation restrictions. The adult-account screenshot above should not be used to infer a teen account's defaults. Source checked 30 September 2026: Meta teen message settings

A1.3 TikTok

Review privacy and commenting permissions. The account registered with an under-16 date of birth displayed a notice about private-account protection and restricted commenting. The recorded comments setting was Friends. This age-specific notice is different from the adult-account observations elsewhere in this guide. Check the controls offered to your own account. (SS-TK-01, SS-TK-02)

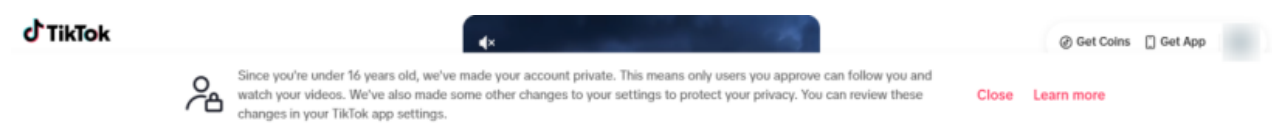


Figure 3. Historical TikTok notice for an account registered with a date of birth below 16. The account avatar was obscured in the original figure.

Review word controls, blocking and reporting. A custom keyword feature and blocking were recorded. The report sequence and confirmation screens document interface stages; this audit did not test whether a real case received a moderation decision. A custom word list is not the whole of the platform's moderation system. (SS-TK-03 to SS-TK-09)

Current help source: TikTok’s age-specific privacy guidance should be consulted for the account in use. The official indexed guidance was available on 30 September 2026, but the full page redirected and could not be retrieved; no fresh account test or broader default claim is made. TikTok teen privacy and safety

A1.4 YouTube

For a channel you administer, review comment moderation. The recorded YouTube Studio screen showed a moderation level of Basic, a custom Blocked words field and a control for holding comments with hashtags and URLs. Adjust available settings to the channel's needs and review held comments through an accountable moderation process. A custom list being empty does not show that every automated control is inactive. (SS-YT-01)

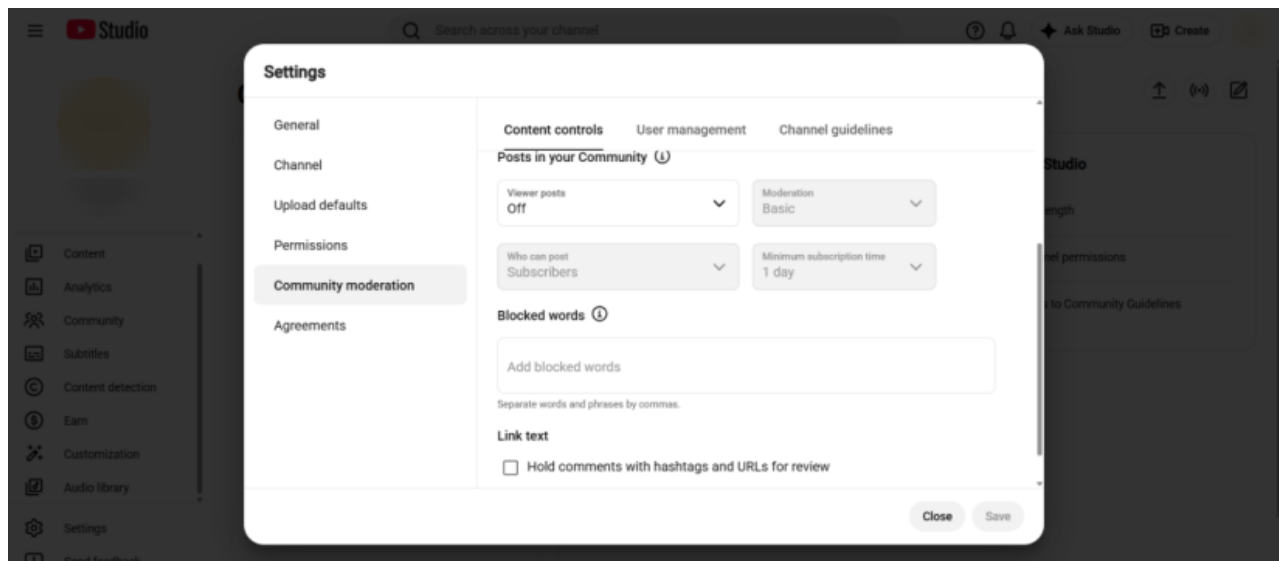


Figure 4. Historical YouTube Studio community moderation controls, with the channel name and avatar obscured in the original figure.

Use the reporting route for the relevant content. The August walkthrough recorded a report interface. Its historical feedback label did not measure a real enforcement outcome. If a concern affects a child in the club, seek safeguarding support alongside any content report. (SS-YT-02 to SS-YT-04)

Current documentary guidance: YouTube Studio now groups comment, blocked-word and link controls under Content controls; the route varies by device. Use the current help instructions alongside the dated illustration. Source checked 30 September 2026: YouTube moderation settings

A1.5 Snapchat

Review location sharing separately from messages. The observed account displayed Not Sharing Location. The screen offered audience controls for any sharing. Avoid exposing training routines or home locations unnecessarily, and discuss an appropriate setting with a trusted adult. Location privacy alone does not stop abusive messages. (SS-SC-01)



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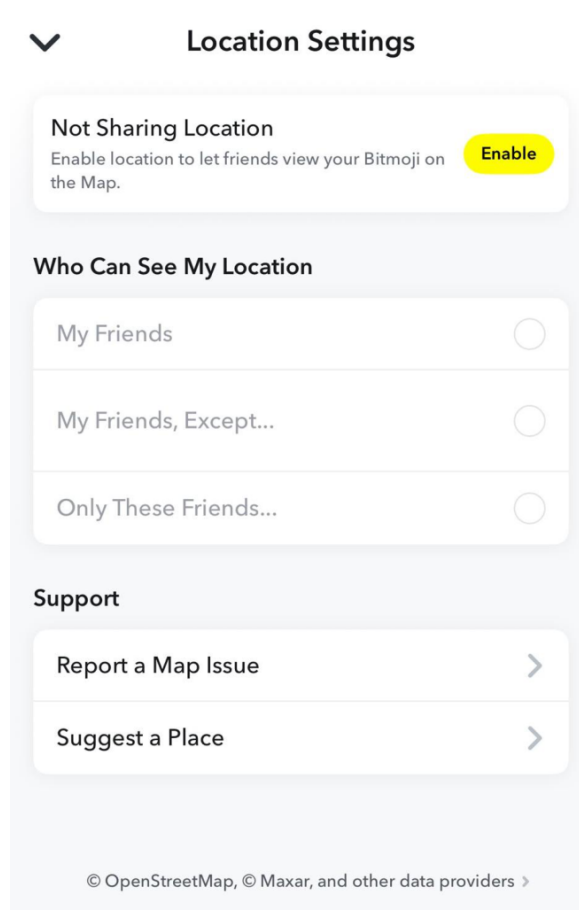


Figure 5. Historical Snapchat location controls. The observed account was not sharing location.

Review contacts and learn block/report controls. The original audit did not identify a custom keyword filter in the inspected screens. Blocking and reporting were recorded; that limited observation does not establish that no other safety feature exists. Use the current help for your account if controls differ. (SS-SC-02 to SS-SC-07)

Current documentary guidance: Snapchat describes Contact Me and privacy/data controls for visibility and location. Review the relevant options in the account being used. Source checked 30 September 2026: Snapchat privacy settings

A1.6 X

Review the audience and replies for each post. The compose screen showed reply options including Everyone, Accounts you follow, Only accounts you mention and Verified accounts. Everyone was selected in the inspected account. Restricting replies may reduce unwanted interaction on that post; it does not prevent all harassment, quote-posting or redistribution. (SS-X-01)

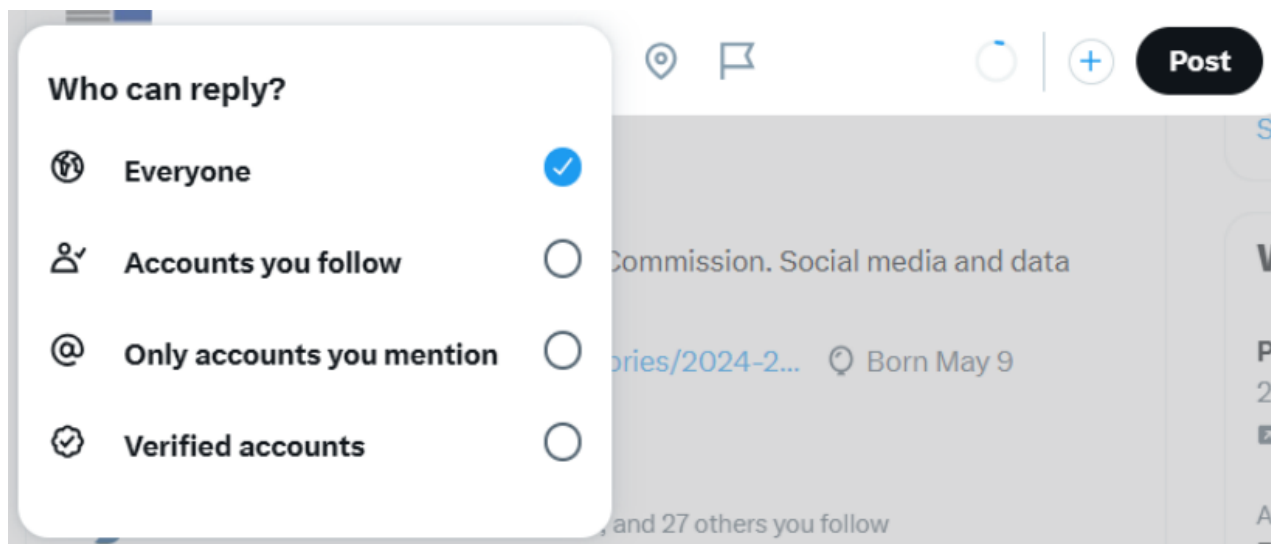


Figure 6. Historical X reply-audience controls. The observed setting was Everyone.

Review mute and block controls and use reporting when relevant. These controls were recorded in the audit. Its Yes label for report feedback was not a finding that an actual moderation result was received. Ask for help if harm continues; responsibility does not rest on the athlete's settings alone. (SS-X-02 to SS-X-05)

Current documentary guidance: X permits reply-audience choices before and after publication. Reply restrictions do not prevent other forms of interaction, including quote posts. Source checked 30 September 2026: X conversation controls

A1.7 WhatsApp

Review who may add you to groups. The recorded Groups privacy screen offered Everyone, My contacts and My contacts except; Everyone was selected. Choose an appropriate available option and check how invitations work for the current account. Do not treat this adult-account observation as every child's default. (SS-WA-03)

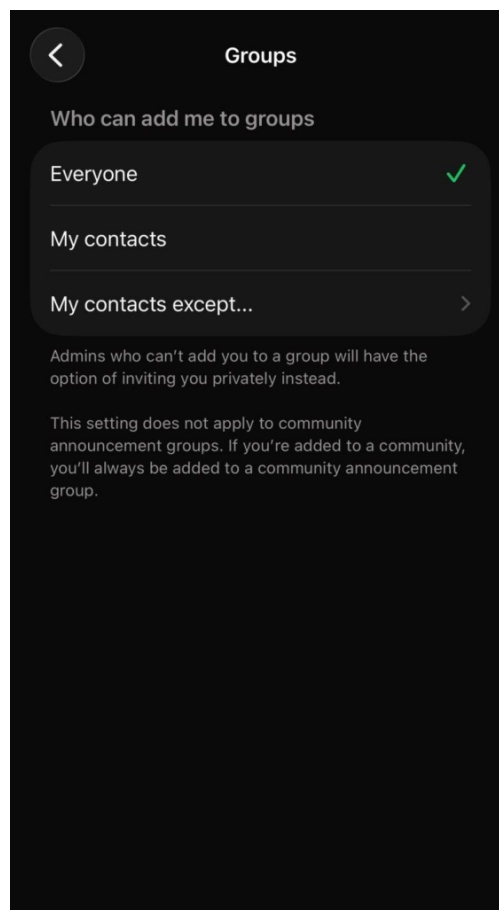


Figure 7. Historical WhatsApp group-addition setting on the inspected account.

Protect contact details and use help when needed. Think before sharing a phone number in wider tournament or team networks. Block and report controls were recorded; a bullying-specific category was not identified in the inspected flow. That does not rule out general reporting or support. The audit did not measure whether a submitted report received a result. (SS-WA-01, SS-WA-02)

Official help route checked 30 September 2026: WhatsApp's reporting and blocking article was identifiable through the official search entry, although the opened page did not expose its full text. Follow the instructions available for the current app; no new walkthrough is claimed. WhatsApp reporting and blocking

A1.8 Telegram

Review contact, group-addition and visibility permissions. The inspected Privacy and Security screen showed Everybody for Who can send me messages and My Contacts for Who can add me; phone-number and last-seen visibility were restricted. Review each available control in your own account. Features can depend on account type and later updates. (SS-TG-03)

Describe the concern accurately when reporting. The recorded category list included personal data, violence, child abuse, scam or fraud, other and additional options, without a category explicitly labelled bullying. A concern may fit an available category or general support route; do not deliberately misclassify it. The absence of one label is not proof that a report cannot be made. (SS-TG-02)

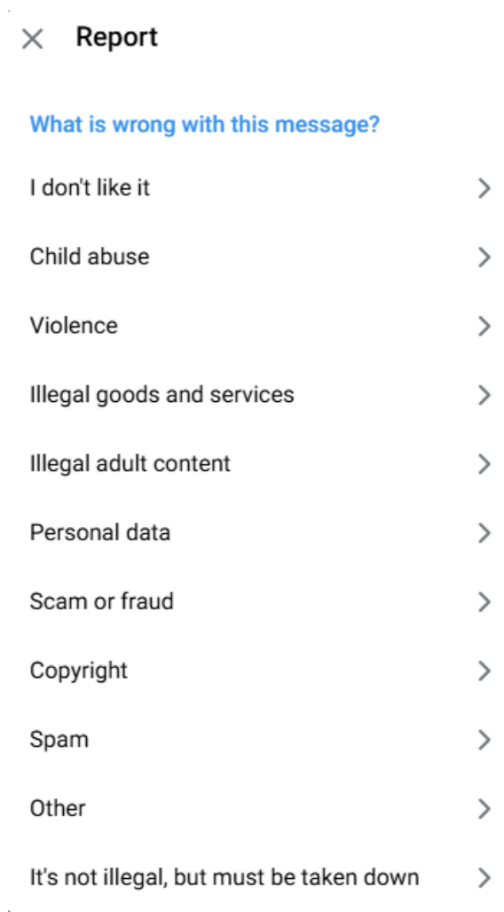


Figure 8. Historical Telegram reporting categories, retained as an interface observation.

Blocking was recorded. The audit did not establish the result of a real report or test every alternative support route. (SS-TG-01)

Current documentary guidance: Telegram describes message reporting through its Report command, with a reason and additional information where needed. Use a category that accurately describes the concern. Source checked 30 September 2026: Telegram Safety Overview

A1.9 Team apps: SportEasy

Ask the club how concerns are handled. In the inspected SportEasy member menu, Edit profile was the only recorded member action; block, mute and report were not found there. This finding is limited to that interface and role. It does not establish that no support or complaint route exists anywhere in the service. (SS-SE-03)

Limit the information the roster needs. The inspected member area contained fields for contact and personal information. The presence of a field is not a reason to fill it. The club should decide what is necessary, who may access it and how information is corrected or removed. Do not publish a completed children's roster. (SS-SE-01, SS-SE-03)

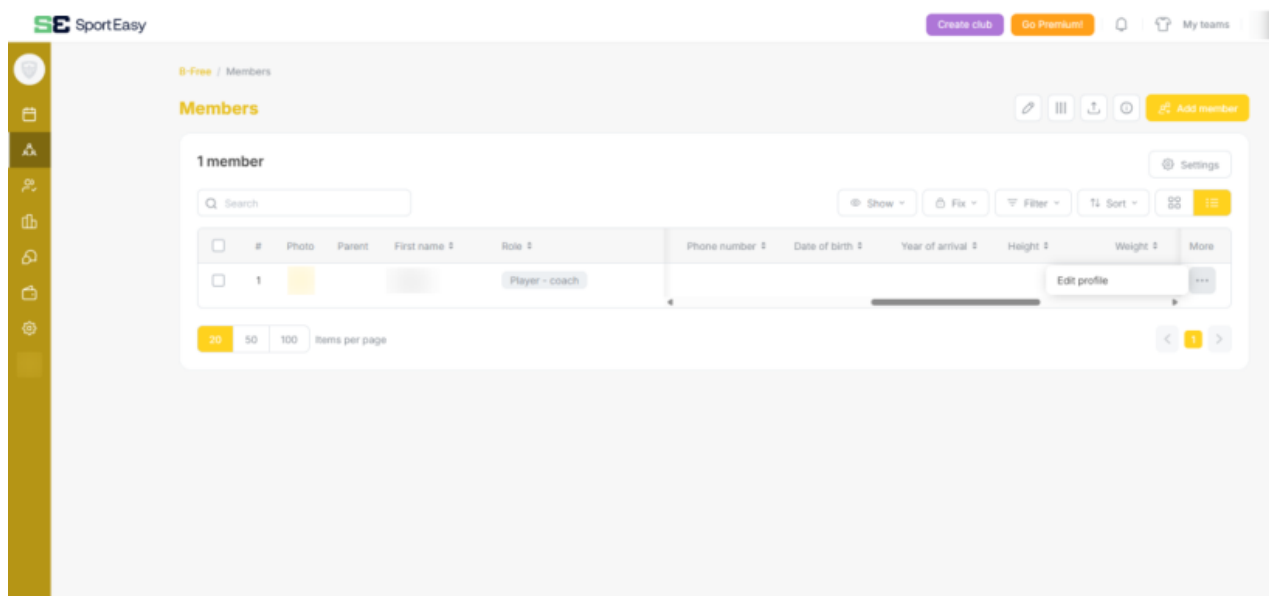


Figure 9. Historical SportEasy member-action interface. Identifying details were obscured in the original figure.

The club should explain its rules, safeguarding contact and alternative communication route regardless of the app. Annex A2 provides an adaptable policy; Annex A7.1 records the confirmed contacts. Spond and other team products require their own role-specific review; the inspected SportEasy menu is not evidence about the whole category.

Current support route: SportEasy's official contact page provides a general contact form and contact@sporteasy.net. This establishes a route to the provider; it does not establish a dedicated bullying workflow or a tested response outcome. Source checked 30 September 2026: SportEasy contact and help

A1.10 What settings cannot resolve alone

Settings alone cannot resolve exclusion from essential team information or harmful treatment at training. Tell the club's designated safeguarding contact or independent alternative and ask how you will remain informed and supported. You can ask for help even when there is no message to screenshot or no platform category that exactly matches the experience.

Use platform reporting when relevant, alongside appropriate support. Do not wait for a platform decision if someone may be unsafe. Annex A6 describes the coach's first response; Section 7 and the locally completed Annex A7.1 identify routes beyond the usual coach.

A1.11 Currency and evidence

Evidence dates: the reproduced screenshots record the 14 August 2026 audit. Documentary updates were recorded on 24 and 30 September; source-specific access limits are stated above. No new live account tests were carried out. Before a training session, confirm the route on the relevant account, role, device and region. The illustrations are examples of recorded interfaces, not guarantees that the same menu remains available.