

## Appropriate Communication Policy

Excel Race Academy (hereafter referred to as the 'club') is committed to providing a caring, friendly, and safe environment for all our members. The purpose of this policy is to:

- Help us to communicate safely, realistically, and effectively with children, young people, and adults within our club
- Promote the safe and responsible use of electronic communication within our club
- Set out the boundaries of how we can safely communicate with children and young people whilst away on residential camps

Whilst as a club we recognise that it is recommended that we should communicate with the parents of children under the age of 18 and not directly with the child or young person, this is not a workable policy and is neither practical nor safe whilst the child is away on a residential camp without a parent present.

- The Club asks for parents to consent to their child communicating within a 'What's app' group, when **away on a camp or in relation to a camp**, (where at least 2 staff members will be included in the group, along with the CWO), when completing our membership form
- The Club will collect the email address and mobile phone numbers of children on the Membership form, therefore negating the need for a coach/staff member to ask a child to provide their details
- All communication with U18's when not on a camp will be via email with the parent copied in
- The club asks for consent to share email addresses of parents of members, and members over 18 for the purpose of communication within the club, when completing our membership form
- Personal contact details including telephone numbers and email addresses will only be shared with people in the club that need to have the information. This may include, Coaches, Teachers, House Parents. They will not share this information with others
- Coaches and other adults in a position of trust or responsibility should not communicate with U18, s by telephone, unless in an emergency
- All staff will have a club email address and should only communicate with parents and members using this, not their personal email address
- Emails should be about legitimate club information
- If anyone in the club receives any communication of concern from a child or young person, it will be dealt with sensitively and the CWO informed
- The content of all communication should relate to Snowsport or the general daily life of the camp and should reflect the professional relationship between coaches, staff, and athletes
- Inappropriate, overly familiar, or language that is open to misinterpretation, should be avoided

- Children and young people should be removed from any what's app groups when they leave the camp
- One to one messaging between coaches, staff and children or young persons is discouraged

Sexting or Youth produced sexual imagery

If anyone within the Club becomes aware that a child has sent or received a text with a sexual theme they should:

- Never view, copy, forward or print the image
- Report it to the CWO or SSE Safeguarding Lead immediately
- Offer the child support to deal with the issue