**Park Wrekin College School of Gymnastics and Dance Ltd**

**Communication Policy**

This policy will cover the way coaches may communicate with children and young people within the gym club.

* Mobile phones should be turned off in the gym except in the case where a phone is used as a club contact number or for emergencies.
* It is inappropriate for adult members to communicate with gymnasts under the age of 18 years by: Text message; through internet chat rooms/networking sites; e-mail.
* All communication by the above methods should be through the parent.
* Subject to parental consent, coaches can communicate with young people over the age of sixteen years either by group e-mails/texts or by copying correspondence to either the Club Welfare Officer or a senior official, as well as the parent(s).
* Coaches should limit communications to training related issues.
* In the event of a gymnast showing a coach a text message, image or email that is considered to be inappropriate for a child to have, the coach must inform the Club Welfare Officer.

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we’ll take the following precautions to ensure children’s safety:

* if a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
	+ end the conversation or stop replying.
	+ suggest discussing the subject further at the next practice or event
	+ inform the organisations lead safeguarding officer in the interest of transparency.
	+ if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures.