

APPENDIX 14 – SAFEGUARDING



CONSENT FOR COMMUNICATIONS WITH CHILDREN: GB TAEKWONDO PROGRAMME ATHLETES

Parental consent must be obtained prior to sending text or email messages or communications to children/young athletes 15 years of age or under.

Whilst parental consent is not required for children/young athletes aged 16 and over, written consent must be obtained from these individuals themselves (aged 16-18).

A copy of the signed agreement will be provided to the child's/young athlete's parent(s) and performance staff will be notified this consent is in place.

Guidance

Communications should preferably be managed during training or feedback sessions in a face to face situation, however where this is not possible, text and/or email messages should be used in accordance with the guidance below and not out of normal operating working hours/days.

This guidance is to ensure practical and effective safeguarding measures are in place to protect children and young people. It will ensure that the child, parent, coach and support staff understand and comply with the same guidelines.

- Young people's mobile phone numbers, email addresses and other personal contact information should be stored in a locked secure cabinet or electronic system that is password protected and access is to be limited to staff use only.
- Mobile phone numbers and email addresses must not be shared with anyone else and should only be used for the purpose of the text or email message, and must never be given out – think "Data Protection"! Refer to GB Taekwondo's policy on Data Protection if in doubt.
- Messages must make it clear to the young people, whom are receiving it, who has sent it.
- Wherever possible, only use text and email messages as a one-way communication channel.
- Young people should not be given the opportunity to text or email back, and be aware that if or when they choose or need to, i.e. to text or email the coach (eg to confirm attendance or advise on a travel delay) they should ensure that the content of messages relates only to matters relevant on the sports activity.

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Content of messages should:

- Relate solely to sports activity with GB Taekwondo.
- Reflect the professional relationship, i.e. between the coach and athlete, and the coach's position of trust.
- Never contain any offensive, abusive or inappropriate language, and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.

Text and email messages must never be used for any other reason or in any other way. Consideration will be given to initiating GB Taekwondo's disciplinary procedures should any breach of this guidance arise, including consultation with or referral to statutory agencies if indications of illegal activity come to light.

You should not share personal contact details with children. If they wish to contact you on personal matters or "out of office routine communication lines" they should do so in person, in an "open public space" or arrange to speak to you through the Safeguarding Officer.

A site on how to keep safe - all about the potential dangers of interactive services online like chat, games, email and on mobiles: <http://www.chatdanger.com/>

See Appendix 17 on e-technology, which provides practical examples to protect information, ways to interact safely and create a better online community.

This form should be signed/completed by the athlete and parent (where the athlete is 15 years of age and under), and by the athlete only (where the athlete is 16 to 18 years of age).

The undermentioned athlete (and parent, where appropriate) give their consent to GB Taekwondo to engage in efficient communications in line with programme requirements, as outlined above.

Name of athlete: _____

Signature of athlete: _____

Athlete DOB: _ _ / _ _ / _ _

Name of parent: _____

Signature of parent: _____

Dated: _____

SJS: 03/12/13, update 11/06/15, 23/09/15 ref safeguard officer
