



Electronic Communications Policy

Date of issue: 25th November 2011 (this version supersedes all previous versions)

Hatfield Swimming Club (HSC) is committed to safeguarding and protecting all children in swimming. Hatfield Swimming Club has adopted the ASA 'Wavepower 2009/11 Policies and Procedures' including the policy on the use of mobile phones and e-mail by swimming coaches and teachers.

Wavepower documentation can be found on the ASA website. There are links to this information on the 'Welfare Policy' page of the Hatfield Swimming Club website.

Purpose

The purpose of this policy is to provide a recommendation of best practice to swimming teachers and coaches regarding the following:

- The use of mobile phones, whilst having responsibility for the supervision and safety of young people.
- Communication between coaches, teachers and young swimmers with reference to the swimmers' mobile phones, e-mails and social networking sites e.g. Facebook.

Policy

- 1)** Coaches and Teachers should not contact young swimmers by text or voice directly to their mobile phone. All communication should either be from the coach/teacher to the swimmer's parent or guardian
- 2)** It is recommended that clubs retain a confidential list of mobile phone numbers and / or email addresses approved by parents or guardians, to which batch text messages and / or emails advising of changes to training times, coach departure times for events, etc. may be sent by the nominated person (Squad Coach, Club Secretary or Welfare Officer) at the club who has undergone CRB checking and appropriate training.
- 3)** Coaches of elite swimmers may, with the consent of the swimmer's parents or guardian, use text messaging or email to communicate with the swimmer when they are away with international teams. The text messages or emails must be restricted to information on training, events, results etc.

- 4)** Coaches and teachers should not text or email young swimmers directly, any communication via text or e-mail should be to the parents.
 - 5)** Coaches and teachers should not take or make phone calls whilst supervising young swimmers in a teaching or training session. It is permissible for a coach to make or take a call during a swimming event providing he/she is not the sole supervisor of the swimmers and is not actively engaged in supervising warm-up or swim-down at the time of the call.
 - 6)** Coaches who have mobile phones with camera facilities must fulfil the obligations set out for the use of cameras and guidelines for the use of photographs. Any teacher or coach wishing to use the phone to take photographs at an event must register the phone/camera with the promoters of the event. Whenever mobile phones are taken into changing rooms the facility to take photos must not be used.
 - 7)** In the event of a swimmer showing a teacher or coach a text message or image which is considered to be inappropriate for a child to have, the teacher/coach must advise the nominated person (the Welfare Officer) at the club.
 - 8)** Coaches, teachers, committee members and volunteers of Hatfield Swimming Club must not have communication with swimmers under 18 via the social networking sites e.g. Facebook, MySpace, Twitter, Bebo, etc. Coaches and teachers must not request swimmers under 18 to be 'friends' on these sites and must decline requests from swimmers to be 'friends'.
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