



Gloucester Ski Club Communications and E-Safety Policy

Gloucester Ski Club is committed to ensuring all athletes participating in ski racing remain safe with regard to all forms of communication, including email, telephone, and social platforms. We do this by following Snowsport England Guidance and ensuring:

- Coaches and Committee members may communicate with athletes between the ages of 16 – 17, with parental/carer permission
- Email address and/or mobile phone numbers of athletes 16 – 17 year olds are collected from the parent/carer via the Membership form signed by the parent/carer
- Where parents/carers have email addresses, they will be copied into communications to 16 – 17 year olds
- No athletes under the age of 18 may be contacted individually by coaches or the Committee via email, messages, WhatsApp or any social channels
- All coaches and Committee members will abide by the Club Policy. No one may communicate with U18s unless they have agreed to the Policy.
- Emails are sent out as group emails and are only about legitimate Club information
- Where an email is sent out from a coach or Committee email address, all recipients are to be in 'blind carbon copy' so others cannot view email addresses
- Members may opt out of receiving emails and should notify the Communications Officer if they wish to do so
- If the Club receives emails of concern from a young person, the CWO will be informed

Collecting Information

- GSC Membership form also collects the relevant adult information including parents/carers contact details for any athletes under the age of 18

Disseminating Information

- Personal contact details including telephone number and email address must only be given to people in the Club who **need to** have the information for communication purposes, and this information may not be shared with others.

Telephone

- A telephone/mobile can be used to communicate with adults, and 16 – 17 year olds where parental/carer permission has been granted

Emails

- Emails to athletes/parents/carers are sent out from the Communications Officer via the Club's Coacha platform.

Club Website and Social Network sites (e.g. Facebook)

- The Club will always promote a professional image and all content and language on any sites will always be appropriate
- All Club online platforms have at least two moderators so content can be edited or removed quickly
- All Club online platforms will be kept up to date
- Coaches and others in a position of responsibility will not use personal social networking accounts to communicate with U18 athletes
- Coaches will adhere to a coach/athlete professional relationship at all times when posting on the Club social platforms
- The Club obtains permission to publish photographs when a Membership Form is completed and submitted
- Coaches and staff must not be 'friends' with athletes under the age of 18 and they should not comment on an athlete's social "status" as this could leave them open to allegations
- If the Club becomes aware of any cyber bullying, they should inform the CWO