

## **Communication Policy- Hockey Mentors**

Hockey Mentors abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

Please review the safeguarding policies applicable to Hockey Mentors on our website.

To align with such Safeguarding Policies, Hockey Mentors also incorporates into its overall functionality, this Communication Policy.

### **Purpose:**

Hockey Mentors utilises several age appropriate social media and communication platforms and tools to communicate. As such the Communication Policy applies to anyone working on behalf of Hockey Mentors including mentors, the leadership team and volunteers as well as to the participants.

Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Communication and Platforms**

Hockey Mentors utilises several multimedia forms of communication which include certain age appropriate communication platforms.

Hockey Mentors shall at all times endeavour to the best of its ability to ensure the security and safety of the platforms utilised and ensure that such forms of media communications are age appropriate.

All mentors and the children involved will also be made aware of clear boundaries applicable in the utilisation of such forms of communication and platforms.

Hockey Mentors will continually review the applicability of the social media and communication media platforms and reserves the right to revise its usage of any social media platform to ensure such forms of communication are age appropriate and safe.

Participants under the age of 16 will require parental consent to access and communicate through various social media and communication platforms. Hockey Mentors will issue an email requesting such necessary parental consents via email.

The following consent will be requested from parents:

***I consent to my child being part of a group on the Signal App***

***The communication between Hockey Mentors and Participants will be divided into the age appropriate groups. Groups will also be split between gender. There will be 4 groups: younger girls, younger boys, older girls, older boys. Participants can message other players outside of the group of their own gender. Participants cannot message Jack Childs and/ or any Mentors in the group individually (outside of their allocated group).***

**Participants agree too:**

- 1. Communicate with respect and agree to not utilise any inappropriate language, symbols or messages.**
- 2. Ensure that messages posted are not offensive.**
- 3. Not individually message Jack/other mentors in the group**
- 4. Not to share contact details of Jack Childs or any other Mentors private information (which include any contact details or images) with any other players without the prior written consent is obtained from such applicable person(s).**

**Please note Hockey Mentors will notify the all Participants which applicable communication platform shall be utilised accordingly and such communication platform will be the main point of contact for the players during the Hockey Mentors Academy, to keep them updated on sessions and limit the admin for parents.**

If Participants do not abide by the above these rules it will be reported to the safeguarding lead and appropriate action will be taken.

## **Mentoring Participation**

For the 1-1 mentoring all mentors and mentees are also aware of clear boundaries in place.

Consent must be given for the following...

***I consent to my child receiving 5x45 minutes online sessions with their assigned mentor and email follow-up after the session. Parents must be cc'd into all emails. After the mentoring has finished the mentor can decide about appropriate contact going forward- this can only involve contact via email (which the parent is cc'd into) and ad-hoc phone calls (on a parent's phone)/ad-hoc online sessions (that the parent is fully aware of) to help the continuation of the mentoring process. In some cases no more contact will be needed after the 5 weeks and future contact (within the agreed boundaries) is at the discretion of the mentor and mentee.***

If these rules are broken it will be reported to the safeguarding lead, with appropriate action taken.

For the player council all players and Jack/Lucy are also aware of clear boundaries in place.

Consent must be given for the following...

***Players can message their own gender outside of the group but cannot message Jack/Lucy/other gender outside of the group individually. Similarly Jack/Lucy will not message them outside of the group individually.***

## **Confidentiality and Information Sharing:**

Hockey Mentors expects all mentors, the leadership team and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been**

**committed.** For further guidance on information sharing and safeguarding see the Hockey Mentors Data Protection Policy.

## **Recording and Record Keeping:**

A written register will be kept regarding all Data Processes in the capacity wherein Hockey Mentors is deemed a Controller.

This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. All records must be signed and dated.

All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR), as shared in the Hockey Mentors Data Protection Policy.

## **Important Contacts:**

### **Safeguarding Lead**

Name: Previtha Kunjuraman

Email Address: [previtha@hockeymentors.org](mailto:previtha@hockeymentors.org)

### **Hockey Mentors Founder (works closely with safeguarding lead)**

Name: Jack Childs

Email Address: [jack@hockeymentors.org](mailto:jack@hockeymentors.org)