# 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 paid coaches and volunteers.

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.

## Confidentiality and Information Sharing:

Hockey Mentors expects all paid coaches 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 (Temporary)**

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**Hockey Mentors Founder**

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