

# Broomfield Park Swimming Club

## Mobile Phones and E-mail Policy

(version 1.1 - Released: 1 January 2018)

### Policy on the use of mobile phones and email by swimming coaches and teachers

This policy is a joint policy statement by the British Swimming Coaches and Teachers Association [BSCTA], Institute of Swimming [IoS], British Swimming and the SwimEngland. It is endorsed by the Child Protection in Sport Unit [CPSU].

### Background

There is growing concern being expressed about what is and what is not permissible in the area of communication between adults and children and young people in sport with a number of cases in sport relating to this issue. Understandably, with the rapid development of mobile phones, text messaging, email and other forms of electronic communication, these methods of communicating have become a feature of the sporting landscape.

The purpose of this guidance is to provide a recommendation of best practice to swimming coaches, teachers and those in a position of trust regarding the following:

- Use of mobile phones whilst having responsibility for the supervision and safety of young people.
- Communication between coaches and teachers and young swimmers to the swimmers' mobile phones /emails.

### Policy

- 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 or, if it is essential, communication is made directly to the young swimmer, it should be by nominated persons at the club who have undergone DBS checking and appropriate training and is authorised to hold the mobile phone details of young swimmers. Any such communication must be with the consent of each swimmer's parent or guardian.
- It is recommended that clubs retain a confidential list of mobile numbers approved by parents or guardians, to which batch text messages advising of changes to training times, coach departure times for events etc. may be sent by the nominated persons at the club who have undergone DBS checking and appropriate training.
- 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.
- Coaches and teachers should not email young swimmers directly unless it is a circular email to an undisclosed distribution list held by the nominated club members who have undergone DBS checking and is authorised to hold the email

addresses of young swimmers with the consent of each swimmer's parent or guardian.

- Coaches and teachers should not take or make 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 she/he 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.
- 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.
- 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 welfare officer at the club.

#### **Recording and retention of mobile phone numbers and email addresses of young swimmers.**

- Clubs should not insist on obtaining email addresses or mobile telephone numbers from young swimmers. Parental/guardian consent must be obtained before the information is obtained.
- If a club does obtain email addresses or mobile telephone numbers of young swimmers the data should only be used by the nominated adult members who have undertaken DBS checks.
- The club should set a policy for the use of the lists, e.g. mass circulation of training news by email or emergency contact by mobile phone if parents/ guardian agree and are unavailable.
- All email distribution lists must be set up to ensure the recipients of the email cannot see the email addresses of the other recipients.

**BPSC will only use telephone numbers and e-mails addresses that are stored in the Account Section of a swimmers profile that can be accessed via the club website. It is possible to store numbers and e-mail addresses for each member however this is only ever used for bulk e-mails and if the member is under 18 the e-mail will be sent to the account e-mail addresses. By default any contact by phone will be to the numbers in the Team Unify account section for that swimmer.**

**The owner of the account (parent) are responsible for ensuring this information is correct and only appropriate phone numbers and e-mail addresses are recorded within their TeamUnify account.**

**Only nominated DBS checked BPSC officials have access to user contact information and will use the information based on this policy.**