



Communications Policy

Witham Hill Gymnastics Club follows British Gymnastics Safeguarding Policies and Procedures and this Policy has been written with reference to the following BG publications:

1. Safeguarding and Protecting Children Policy
2. Good Practice Guidelines on the use of social networking sites by British Gymnastics clubs and club members 2012

Communication with parents/ carers:

Information relating to gymnasts, training times, events and class/competition registration and fees will be sent via parents' online account. Parents must ensure that their email address and child's details are kept up to date. The club website contains information about classes, policies, events and competition news. The address is withamhillgymnastics.co.uk. We also have two Facebook pages: Witham Hill Gymnastics for club information and Witham Hill WHAP for fundraising news and events.

For direct enquiries related to classes, competitions or events parents should contact info@withamhillgymnastics.co.uk. Confidential enquiries or complaints should be referred to Jamie Saunders, Head Coach Jamie@withamhillgymnastics.co.uk or our Welfare officers at welfare@withamhillgymnastics.co.uk.

Contact information including telephone numbers and email addresses will always be on display in the reception area as well as on the website.

Communication Safeguarding Procedure:

- Mobile phones are not permitted in the gym.
- It is inappropriate for adult coaches, volunteers or members to communicate with gymnasts under the age of 18 years old via text message, email or social media. Communications should be made through a parent using the contact details that they have provided to the club.



- With parental consent, coaches can communicate with young people over the age of 16 via group emails/ text or by copying the correspondence and sharing it with club management and/ or a welfare officer. Communication should only be related to gymnastics training or events.
- In the event of a gymnast showing a coach or adult member of the club a text message, email or image that is considered to be inappropriate for a child to have, the coach must inform one of the welfare officers immediately.
- Coaches aged over 16 can be added to appropriate Facebook groups and/ or take part in group messenger conversations related to the club. One to one communication with coaches under the age of 18 is not allowed unless a welfare officer/ member of senior management has access to a copy of the conversation.
- We recognise that some coaches have existing family friendships with some gymnasts and their parents outside of the gym. If this includes contact on social media with a child under the age of 18, coaches are required to declare this to the club welfare officer via a Social Media Declaration form and signed parental consent must be given for the social media contact to continue.

Social Media

The following guidelines refer to any posts, photographs or videos published on social media that can be linked to Witham Hill Gymnastics Club:

- Any comments, photographs or video that could be disparaging or embarrassing to the club, its coaches, volunteers or members may be removed. Any concerns should be referred to Head Coach, Jamie Saunders or a Welfare officer.
- We wish to promote good sportsmanship in our club. Please do not post comments, photographs or video that could be disparaging or embarrassing to any other gymnastics club, its coaches, volunteers or members.
- Gymnasts should not contact coaches on social media other than directly through the Witham Hill Gymnastics club Facebook page.
- We ask that the club is informed if a parent/ gymnast/ coach or other staff member notice that the above guidelines have not been followed.



Witham Hill Gymnastics Club will only use photographs or video of gymnasts on the club website or social media under the following criteria:

- The club has signed parental consent for the publication of photographs. Consent can be given or removed via a parents Pay Subs Online account.
- Photographs will only be accompanied by the child's first name.
- The photograph is appropriate in nature and dress – please refer to BG Photography and Use of Imagery Policy below.

Parents/ gymnasts MUST NOT post photographs or videos to social media that have other gymnasts in unless they have permission from the parents of those gymnasts.

British Gymnastics Social Networking Good Practice Guidelines:

<https://www.british-gymnastics.org/coaching/coach-membership/document-downloads/safeguarding-compliance/welfare-officer-support/3466-bg-good-practice-guidelines-on-the-use-of-social-networking-sites/file>

British Gymnastics Safeguarding Policy:

https://cdn3.british-gymnastics.org/images/safeguarding/20170522-Safeguarding_Protecting_policy.pdf#:~:text=The%20British%20Gymnastics%20%28BG%29%20policy%20is%20informed%20by,safeguard%20and%20promote%20the%20welfare%20of%20children%2C%20HM

British Gymnastics Photography Policy:

<https://www.british-gymnastics.org/documents/footer-menu-items/governance-documents/11240-photography-policy-v1-0-march-2020/file>