



**WEST OF ENGLAND SPORT TRUST
SAFE GUARDING CHILDREN AND YOUNG PEOPLE**

Electronic Communication

It is our view that staff, coaches and/or volunteers must not e-mail children and young people directly as individuals,

Whilst we recognise that, we live in free society, and that communication between individuals regardless of age is part of daily life, we do not consider it good practice for coaches to text, email or telephone individual children or young people at any time, on any matter.

Emails, texts, phone calls should be directed to a named parent or carer.

Where the circumstances arise that texting or emailing is the only means of communication (such as for a breakthrough project) please discuss first with one of the Wesport Designated Officers then follow these guidelines to minimise any risk:

1. You should always get written permission to text, email or telephone from their parent or carer - this should be passed to one of the Wesport Designated officers.
2. You must copy the parent/carer into the text, email message.
3. You must always copy one of the designated officers into the text message/email - please ensure that you advise the designated officer to expect the text or email.
4. Ensure that the messages sent are appropriately worded.

This information is available in alternative formats on request.