

# Appendix 11: Social Media, Photography and Filming guidelines

## Social Media, digital communication, photography and filming

This document is a set of guidelines for how, staff, coaches, volunteers, parents/carers and children uses the internet and social media, acceptable behaviours online. It sets out best practice and advice for managing risk and dealing with concerns in this area.

Social media is constantly changing, this guidance document will not provide a definitive list of the types of social media which these guidelines apply to, therefore this will be read with an understanding that these guidelines apply to all forms commonly understood to be social media.

The principles in this policy apply no matter which current or future technology is used

Social media and communications used should not breach any legal and regulatory rules including but not limited to Scottish or British cycling's:

- Equality Policy
- Anti-Bullying Policy
- Wellbeing and Child Protection Policy
- Codes of Conduct
- GDPR Regulations
- Any other deemed relevant by Scottish or British Cycling

## Managing your online presence

The club/organisation's online presence through our website or social media platforms should follow the following guidelines:

- all social media accounts will be password-protected, and at least two members of staff and/or volunteers will have access to each account and password
- social media accounts will be monitored by a designated person, who will have been appointed an appropriate manager or at club level by the committee
- the designated person managing our online presence will seek advice from their club WPO or the Scottish Cycling /club Wellbeing & Protection Officer to advise on safeguarding requirements as required
- the designated person will remove any inappropriate posts, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- account, page and event settings should be set to 'private' so that only those invited can see their content
- email addresses/platform names/group names should be appropriate, fit for purpose and only used for the specific activities they were set up for
- social media pages/groups (e.g. Facebook pages/groups) used to communicate with U18s must be an organization, community or sports group and not set up using a personal profile/account

- details that can be used to identify an U18 such as a home address, school, telephone number or email should not be posted on social media platforms
- personal details eg phone number, email address etc for over 18s will only be shared with permission of that individual
- posts or correspondence should be of a relevant and appropriate for the purpose and audience
- make sure that all members and in particular U18s and their parents/carers are aware of who manages the social media accounts and who to contact if they have any concerns

### What is expected from staff, coaches and volunteers

- Be aware of this guidance document and behave in accordance with it
- Report and seek the advice from Scottish Cycling /club Wellbeing & Protection Officer if they have any concerns about posts on or the use of social media/digital devices
- Any messages to U18s must be sent through the designated person responsible for the organisation's online presence
- Not to 'friend' or 'follow' U18s from personal accounts on social media
- Make sure any content posted is accurate and appropriate
- Not to communicate with U16s via personal accounts or private messages and must have parental consent for direct 1 to 1 communications with U18s
- Copy in parents/carers or at least one other member of staff, coach or volunteer should to any communications sent to U18s
- Avoid communication with U18s beyond dedicated event or activity timings , unless it is necessary for professional purposes (i.e. emergencies, whilst on a trip, etc.) and contacting the parents/carers is not possible
- When communicating with parents/carers the preferred method is via email or in writing, or use an organisational account, profile or website rather than via personal social media accounts
- Sign off any communication in a professional manner, consider if the use of emojis is appropriate in that context and avoid the use of symbols such as kisses (“X’s”)
- Respond to any disclosure of abuse in line with the Wellbeing and protection policies / anti-bullying policy and codes of conduct
- When operating in official role or utilising official platforms/accounts not to engage in behaviour that breaches the relevant codes of conduct and specifically not to engage in: sexting, or sending pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone

### What is expected of children (U18s)

- To be aware of this policy
- To follow their code of conduct and engage positively and supportively on online platforms
- To follow any guidelines set out in acceptable use statement on all devices

## What is expected of parents/carers

- they should be aware of this policy and behave in accordance with it
- they should seek the advice from Scottish Cycling /club Wellbeing & Protection Officer if they have any concerns about the use of the internet or social media
- they should communicate with staff, coaches and volunteers in a professional and appropriate manner in line with the parents code of conduct
- When engaging with members of the Cycling community do not behave in any manner that breaches the relevant codes of conduct and specifically not to engage in: sexting, or sending pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone

## Consent for communicating with and adding U18s to social media platforms and other digital devices eg mobile phones

When using social media, mobile phone or other devices to communicate, take the following precautions to help keep children safe:

- staff, coaches and volunteers should communicate through parents/carers directly or copy them into all messages to U16s and CC them into communications with U18s
- **U18s** - dual consent should be requested from the young person and their parent/carer for communication, use of photos/filming and addition to social media platforms; where consent has been received. Direct communication with where for a specific purpose and following the good practice of group message of CC-in in parents/other volunteers can be carried out with this age group
- **U16s** parents/carers should be asked for consent for communication, use of photos/filming and addition to social media platforms; the views of the child should also be taken into account and where possible dual consent is best practice for this age group. There should be no direct 1 to 1 communication/digital contact between adult coaches/volunteers/staff and children U16
- **U12s**, all communication will be direct with parents and the use of photos/filming and connection on social media will be with parental consent, the views of the child where possible should also be taken and consider, particularly in the use and sharing of photo's of film of them. There should be no direct 1 to 1 communication/digital contact between adult coaches/volunteers/staff and children U12

## How coaches/volunteers/staff should respond to digital communication initiated by children

- if a child tries to start a digital communication which is not of a professional manner (for example, their personal life), the member of staff, coach or volunteer should:
  - end the conversation in a kind and thoughtful manner explaining that they can't engage or not reply
  - seek advice and inform the club Wellbeing & Protection Officer as soon as possible and if needed arrange to address the matter with the child and their parents/carers

- if the conversation raises safeguarding concerns, notify the club Wellbeing & Protection Officer (and Scottish Cycling if the matter is a serious concern) as soon as possible

Specific advice is provided for adults working with U18 volunteers, regarding communication relating to volunteer roles which is provided in *Appendix 12: Guidance on working with U18 volunteers*

## Using mobile phones/devices during activities

So that all participants, particularly U18s can enjoy and actively take part in Cycling, we discourage the use of mobile phones/devices. As part of this policy we will:

- make members, particularly U18s aware of how and who to contact if there is an emergency or a change to previously agreed arrangements
- advise parents/carers that it may not be possible to contact U18s during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- highlight to members, particularly U18s that the use of mobile phones and other digital devices during sporting activities has an impact on their safety awareness and environment, their levels of participation and achievement

### Support guides

**A1: [Setting up a Club Social Media Account](#)**

**A2: [Good Practice on Social media](#)**

**A3: [Pages Vs Groups and Chats](#)**

- [Safe Practice](#)
- [Dealing with unofficial groups/chats](#)

**A4: [Guidance on photography & filming best practice guidance](#)**

**A5: [Livestreaming](#)**

**A6: [Guidance for online coaching](#)**

**A7: [Sources of further information and support](#)**

## Setting Up a Club Social Media Account

### Before Setting Up a Club Social Media Account

Please note some important considerations before you set up your club social media account.

Make sure your club and committee have discussed the responsibilities around who will keep it up to date.

Managing social media accounts is a significant commitment, it is recommended to post at least once a day. We recommend, if possible, to share responsibilities between a few volunteers.

U18s cannot lead on Social Media Activities for any club, however they can assist the designated Social Media Manager for the club. For More Information on U18 volunteers read [Appendix 12: Guidance on working with U18 volunteers](#)

### Setting up your Social Media Account:

The club should have a separate webpage/profile which is used for Cycling only. However, it should be understood that not all social media sites are created equal. There is a difference between a 'social' network and a 'media sharing' network.

Examples of a **social network** are Twitter and Facebook.

These networks encourage relationships and conversations. They are used by people who want to connect with others (including your club) online.

Examples of a **media sharing network** are Instagram and Youtube.

These networks defining and primary purpose is to enable its users to find and share media, primarily photos, videos and live videos. Whilst facebook and twitter posts start with text, platforms like Instagram start with the imagery to which users can add content like captions or mentions of other users.

Both types of network, if utilised effectively, can be invaluable for club and brand awareness, lead generation, audience engagement, relationship building and customer service. For an explanation of some of the most common networks and how to utilise them effectively for your needs please view the (name document properly –Social Media Guidance Document) (appendix x)

## Good Practice on Social Media

### Safety

Online technology has advanced and changed the way people communicate and interact on a daily basis. Sports organisations, coaches and others involved in providing activities for children and young people are increasingly using the internet and social media to promote sport and communicate.

Although digital media and communication can provide benefits for those involved, they also pose potential safeguarding risks to children and young people.

### Communicating with U18s via social media

Adults and young persons should not be 'friending' or 'following' each other, outside of the Cycling relationship. Communications for Cycling purposes should be through sites/identities which are public and managed by the club. This applies to adults in a position of trust as well as to the adults who come into contact with young people through netball. For example:

Coaches should aim to avoid unnecessary 1 to 1 direct communication with athletes under 18 years by: Text message, e-mail or instant message/social network site

If using these methods others should be copied in eg assistant coach/parent etc

2. Coaches should limit communication to athlete-related matters / send in a group
3. For under 16 parental consent is needed
4. For under 18 parents should be made aware

### Keeping yourself safe

No matter your security settings social media is public, the general advice is to only post what you are happy for people to see. Travel arrangements, closed training information or personal information should be kept off of your main page.

You are in control of how much information you share on your social networks or any other website. Don't post information you consider to be private.

If you are ever unsure, we recommend you ask yourself the following questions:

- Who am I sharing this information with?
- How much and what type of information am I sharing?

- How many people can see the information I am sharing?
- Can I trust all the people that see this information?

If someone requests you remove information that you posted about them, please honour their request and remove the post.

For more information of Utilising Social Networks Safely view appendix x – Social Media Guidance Document.

### Attitude

Everyone should be mindful that social media must not be used to insult, belittle or criticise other members, teams, players, officials, volunteers, partners or staff of Scottish Cycling .

Expressing your opinion is fine, being rude in the way you express it or expressing discriminatory views is not and could lead to the individual who posted the comment, anyone who forwards or positively affirms the comment, and the person with administrative rights for the site used, being subject to Disciplinary Action. Anyone who has posted an offensive message or image is advised to remove the comment as soon as possible, to reduce its impact.

### Top Tips for Clubs to promote safe and responsible social media behaviours in U18s

- Have regular conversations with your players about positive online behaviours and expectations
- Engage with the parents & cares of 18s about the clubs policies and expectations
- Use posters and other resource in your venue
- Post safe online guidelines or posters on your clubs social media pages
- Give reminders ahead of events
- Do a post-Xmas reminder about appropriate use of social media and mobile phones as there is a spike in the number of reported incidents at this time, anecdotally linked to new device as xmas gifts

## Pages Vs Groups & Chats

You can set up a separate closed group (facebook) or group direct messages (twitter/facebook messenger/whatsapp) to share information you do not want the general public to see.

### Definitions:

#### GROUP/Chat Group:

1. Forum to communicate with a specific group of people eg members
2. Closed Group
3. Membership only to specific people eg all club members/ a squad – Age 13+

#### PAGE:

1. Promote activities to wider audience eg membership & potential members
2. Page visible to all users on the platform
3. Should not contain info about young people

### Dealing with Unofficial Groups/chat groups

If a social media Group or Chat is setup by the Scottish Cycling or a member club eg coaches/other volunteers/members to communicate officially about official activities; this should be with the designated staff member or Club Social Media Managers knowledge and agreement. It is the responsibility of Scottish Cycling or the club to ensure the group or chat does not breach the relevant codes of conduct, this social media and communication policy and other relevant policies, procedures and laws or the platforms terms and conditions

It is common for groups of players and other engaged in shared activities to set up an unofficial group or chat. You will normally become aware of these unofficial groups/chats when problems about content or behaviour within that group arises and this is brought to your attention for help/resolution.

To deal with problematic unofficial groups/chats:

- Identify if the group/chat is impacting on club activities
- Write to all involved – coach/volunteers/player, CC to their parents if the group is U18 and cover the following points:
  - This is an unofficial group / chat that is not part of the clubs identified social media platforms
  - The club has had reports of concern regarding the content/behaviour/etc on the platform



- As this is not a club platform, the club is writing to all parties involved OR parents of U18s involved asking them to speak to their young person
- The club requests that this group / chat is shut down as it is not an official communication platform of the clubs, it is not moderated or administered by the club and the reported behaviours/activities are not inline with code of conduct or the social media policy
- Note that if the parties involved choose not to shut the group down then the management and moderation of the group remains the participants responsibility and for U18s the responsibility of the young person parent and problems should be reported to the platform following their complaints and reporting process
- Any continued problems at club level as a result of the unofficial group will be addressed via the normal process via the codes of conduct
- Sign post to support resources eg UK safer Internet Centre

## PHOTOGRAPHY AND FILMING BEST PRACTICE GUIDANCE

### RISKS OF SHARING IMAGES ONLINE

Sharing photographs and images on social media or other online platforms carries potential risks; particularly for U18s and adults at risk of harm. For example:

- individuals may become vulnerable to grooming if a photograph is shared alongside information that makes them identifiable. This includes: personal details; a tag with location information; visual details such as a school/club uniform
- inappropriate images of individuals may be shared online
- images may be copied, downloaded, screenshotted or shared by anyone
- images may be adapted and used inappropriately
- photos or videos may appear in internet search results
- depending on the terms and conditions of using an online platform, the image may be owned by the platform once it's been posted. Platforms may then license images for use by third parties – such as for commercial purposes
- each photo or video, and any comments on them, become a part of a person's public image.

### CLUBS AND COUNTIES SHOULD SEEK TO KEEP CHILDREN SAFE BY

- always seek written consent for photographs or videos of members be posted on social media
- For U12s, parental consent will be sought. For U18s who are 12 years or older, dual consent from both the parent/care and the young person will be sought
- if consent is withdrawn, taking reasonable steps to remove the photos from public view. It may not be possible to delete or destroy all images that have been disseminated online (such as via social media) or in hard copy.
- When posting content for U18s only using first names, unless:
  - it's considered necessary – such as for elite /high profile child players
  - it's in the child's best interests
  - the child and parent/carers have consented (and been informed how, where, in what context an image might be used, e.g. public website, or through social media, and are aware of potential risks)
- never publishing personal information about members, particularly U18s and adults at risk of harm
- make sure all members and for U18s, their parents carers understand how images will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
  - only using images of members, particularly U18s and adults at risk of harm in appropriate clothing
  - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
  - avoiding full face and body shots of members taking part in activities eg workout sessions / swimming where there may be a heightened risk of images being misused
- using images that positively reflect the person's involvement in the activity

### **PHOTOGRAPHY AND/OR FILMING FOR PERSONAL USE**

At events there is wide spread use of digital device to capture photos and videos for personal use by players both over and U18, coaches and volunteers spectators. It is advisable to publish guidance on what will be allowed in the event programmes and/or announce details before the start of the event. Highlighting any restricted areas eg zero tolerance of devices/photography/filming in showers/changing rooms/toilets etc

In the event that a player wishes to enter into a private arrangement with a commercial photographer or videographer, the photographer or videographer must have the express consent of that player (or their parent or legal guardian where the player is under 18 years old) and Scottish Cycling recommends that clubs and associations make any such photographer/videographer aware that they should be notifying the Event Organiser of their attendance at the competition.

### **USING OFFICIAL OR PROFESSIONAL PHOTOGRAPHERS**

If a club or association engages a photographer for an event, it is advised that they:

- follow a safe recruitment process/policy (see appendix 3 the Scottish Cycling Wellbeing & Child Protection Policy)
- provide the photographer with a clear brief about appropriate content and behaviour
- ensure the photographer wears identification at all times
- for U18 events, inform children and parents/carers that a photographer will be at the event and ensure they give written consent to images which feature close up images of their child being taken and shared\*
- inform the photographer about how to identify – and avoid taking images of children without the required parental consent
- clarify areas where all photography is prohibited (i.e. toilets, changing areas, first aid areas)
- not allow the photographer to have unsupervised access to U18s or adults at risk of harm
- not allow the photographer to carry out sessions outside the event or at an U18s/adult at risk of harm's home
- report any concerns regarding inappropriate or intrusive photography

\*At some events, wide-angle and general images of the event, the site, award ceremonies, and similar may be taken. It may not be reasonable, practical or proportionate to secure consent for every participating child in order to take such images. In these circumstances, clubs and associations should make clear to all participants and parents of U18s that these kinds of images will be taken, and for what purposes.

### **PHOTOGRAPHY AND/OR FILMING FOR WIDER USE**

If people such as local journalists or professional photographers (not hired by a club or association) wish to operate at an event and share the images professionally or in the wider world, clubs and associations should ensure they have given proper permission for this in advance.

Clubs and associations should ensure the following information is provided to them:

- the name and address of the person using the camera
- if focusing on a particular club or person the details of those (if possible)

- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given

Clubs and associations should verify these details and decide whether to grant permission for the photographs/films to be taken. They should also seek consent from the people/clubs (and parents/carers if U18s) who are the intended subjects of the images and inform the photographer of anyone who does not give consent.

Clubs and associations must inform all participants and in particular U18s their parents/carers and adults at risk of harm that an external photographer is present and ensure they are easily identifiable.

### **CONCERNS**

If a club or association becomes concerned that someone unknown to them is taking photography or filming without permission, they should ask them to leave and (depending on the nature of the concerns) follow Scottish Cycling Wellbeing and Protection procedures.

Where inappropriate images/films are being taken that raise a safeguarding concern, this should be reported to the club Wellbeing and Protection Officer and Scottish Cycling Wellbeing & Protection Officer. It may also be necessary to report this to the police.

### **STORING IMAGES**

Clubs and associations must store photographs and videos securely and in accordance with data protection law.

Hard copies of images should be kept in a locked drawer and electronic images in a protected folder with restricted access.

Images of U18s should never be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

### **USE OF PERSONAL EQUIPMENT**

It is recommended that staff and volunteers must not use any personal devices/equipment to take photos and films of U18s/adults at risk of harm. If there is no club equipment available for this purpose they should declare the intent to use personal equipment, register its use and once the images have been taken, remove them permanently from their personal devices and any linked cloud or other storage and store as per the above advice on the club/associates storage facilities.

## Livestreaming

Livestreaming is a method of sharing filmed content/activities/events in real time, from anywhere, at any time on a range of different social media platforms. Livestreaming is very similar to a live TV broadcast with a few notable differences - it is broadcast via the internet over various social media platforms EG Facebook, Instagram, YouTube etc. People viewing the livestream are often be able to interact with it by sending in comments, emoji reactions audio clips and on some platforms turning on their web cam, in addition to just watching. Some livestreams can also be saved and kept on social media platforms to view later.

There is a crossover between Livestreaming platforms eg Facebook, YouTube, Instagram and web based meeting platforms eg Zoom. Where an interactive meeting platform is used to do do both a livestream session - presented, TV style broadcast OR an interactive hosted session where all participants can share their webcams and participate more meeting or shared session style.

Guidance on interactive meeting platforms like Zoom and delivery of online coaching sessions is provided in Appendix 5 of this document.

### Hosting a livestream

Hosting a livestream means any situation where you instigate, publish and are responsible for streaming of online content.

To create a safe environment for all members particularly children U18 and adults at risk, when using a livestream, safety considerations should be taken into account. As well as following all relevant polices and procedures.

- Consider which platform to use. Some free platforms such as YouTube or Facebook Live do not allow you to restrict the audience.
- Consider how to make sure your livestream can be set up only for the people you've invited EG select a platform that requires participants to register to watch the stream and that issues a log in and password. Or using a custom platform or group if you regularly livestream
- Even if a participant can't be seen on screen in your Livestream there may still be identifying information when they login, comment or interact using emojis such as their name, email address or a link to their social media account. If you are hosting an open public Livestream (as

opposed to a private club members only one) never reveal the full identity of individual participants and keep any identifying information private – you may have to issue joining instructions telling people to only login using their first name, reminding them this is a public broadcast and not to share personal details or use the security settings of the platform to manage this where possible

- Be sensitive to participants needs and if you are covering a topic that may be sensitive during the livestream offer follow up support and advice resources and contact numbers so any one who was watching and was personally affected can seek support should they need to
- Make sure the platform you're using is accessible for those with a disability EG use screen readers or subtitling
- If you're appearing in the livestream, make sure your surroundings, personal dress and environment are appropriate

### **Joining a livestream**

When club members join a livestream that you aren't hosting, they will still be able to participate through posting audio, written comments or liking and sharing the stream. If this is a Livestream that you are recommending to your members carry out the following checks:

- Familiarise yourself with the type of content to be used in the stream and check it's appropriate and relevant
- Find out how the stream will be used by the host in future. Will it be kept for archive purposes and will it be broadcast as a recorded event?
- Familiarise yourself with the privacy settings of the platform being using and how to report any offensive or abusive content
- If you are recommending this content to U18s, ensure you have advised their parents/carer and request their activity is observed/monitored during the session
- Remind members, particularly children U18 and adults at risk of the following, whether they are watching or participating:
  - Live streaming is live, in real time. Any comments made will be seen by others, and they may not be able to delete or edit what's been said. It can become part of their digital footprint
  - Don't share any personal information during a livestream. Give examples of what personal information is if required
  - Advise participants not to respond to contact requests from people they don't know

- Some livestreams request donations from the audience. Remind members particularly children U18 and adults at risk they don't have to contribute
- Make sure there is a clear contact should anything happen during the stream or participants see or hear anything upsetting or inappropriate that they can report this to and ask for help

## GUIDANCE FOR REMOTE ONLINE COACHING

Lots of coaches are looking at ways to continue working with their athletes following lockdown and COVID 19 management procedures which restrict in person gatherings and the delivery of sessions via online platforms to keep in touch, offer support, guidance and coaching has become more mainstream.

### Online/remote coaching

General coaching and safeguarding principles apply risk assessment is key, the coach must be appropriately qualified and PVG checked to deliver the activity planned.

Safeguarding principles should be followed and also coaches should consider activities recommended so that they do not inadvertently recommend practices that may result in young people breaking lockdown or engaging in activities with increased risk factors that may result in injury and place increased pressure on the NHS.

The following guidance is offered to support coaches looking to deliver on behalf of their clubs via online/virtual training.

### **1. Coaching & Qualifications**

Coaches should only deliver activity for which they are trained. In all instances coaches should apply good coaching practice. They should risk assess the activity, ensuring that it is appropriate for the developmental stage of participants and also take into account the fact that they will not be in close proximity to the athletes or directly supervising them in the same way as a face-to-face environment. Adjustments should be made accordingly.

### **2. Safety**

Safety of the participant must be paramount. Delivering online / virtually can bring extra challenges that should be addressed. The following guidelines should be followed:

#### **Before commencing any session:**

- The coach should consider all of the usual safety considerations for the training they intend to deliver.
- The coach should put together a pre-training introduction – either using a slide or a verbal safety introduction.
- This should include points covering the following:
  - Anyone doing the exercise should be aware of their own capabilities, only do what they are comfortable with and to stop if they need to
  - By continuing with the session participants agree to follow instructions and safety guidance from the coach
  - Under 18s must have permission from their parent/guardian before starting the session and the parent/guardian has checked that the environment is suitable for the training

#### **Examples of what should be considered and included in the pre-training advice where applicable:**

- What is the floor like? Is it safe and will it stay so when/if wet (if applicable)?



- Is the area well ventilated?
- Do athletes have a mat?
- Can athletes exercise outside?
- Is there furniture athletes may bump into—can it be moved?
- Have athletes got enough space to exercise safely?
- Are there any trip hazards?
- Ensure that the coach and the athletes wear appropriate clothing at all times
- Any equipment used should be wiped clean before and after use
- A responsible adult should be in proximity of the athlete at all times to deal with any issues that arise and to stop the athlete training if there are any health / safety concerns
- Appropriate clothing should be worn including suitable footwear, no jewellery etc
- There is a mechanism for the athlete to feedback to the coach any problems or issues with the session and have a session debrief if possible
- The coach and athlete should stay hydrated
- Ensure the athlete keeps pets and any other distractions away during exercise.
- General note - the coach/instructor should be mindful with regard to the use of copyrighted music/material

### **3. Online Coaching: safe practice for coaches and clubs**

As with any other form of coaching, implementing good safeguarding practice is extremely important to protect the participant and also the coach. Existing social media policies should still be followed but may need to be adapted to support online coaching. The risk to children and young people has the potential to increase online and therefore a risk assessment should be conducted. The following additional safeguards are good practice and should be considered:

- Remember to include the pre-training statement at the beginning of the training session
- Ensure there is consent in place for U18s. The clubs normal consent form may already cover this or the club may wish to send out an update or new form covering the online coaching programme. Parents/ guardians should be informed of the purpose of the training, when it will be done, on what platform, who will be leading it/adult supervision and if photos or recordings will be take and how these will be used etc.
- In addition to consent, conversations should take place amongst all parties involved to discuss expectations around behaviour and boundaries. This includes parents, children and young people, coaches and any others involved in the activity.
- The parents email address or phone number should be used for any communications regarding the on-line coaching schedule. There should be no direct communication between the child and coach outside of this.
- The principle that applies to in person coaching - to avoid and minimise unsupervised one to one in person coaching of children; should also apply to online sessions. Online coaching should be delivered with a minimum of 2 adults in the session, this could be 2 coaches or one coach and an adult helper

- Ensure that a responsible adult is in proximity to the athlete (if under 18).
- Ensure the platform used has appropriate privacy settings are in place: Ensure appropriate privacy settings are in place
- Platform Settings to allow coaches and children and young people to be on screen at the same time should be used.
- Be clear to all participants that images of the session should not be shared online, without consent
- Be aware that instances of bullying can take place online and should be dealt with through the anti-bullying policies in place within your club or with reference to Scottish Cycling 's Anti-bullying policy
- Coaches continue to have a duty of care to children and young people, when they are providing on-line coaching sessions. They are entering people's homes virtually which means they may potentially witness behaviour which places a child or young person at risk of harm. In this situation coaches should follow responding to concerns procedures as normal.
- It is important that everyone, including parents/carers and children, understand what to do if they have a concern and who to speak to. Raising awareness about how to go about this might include communications from the club and Governing Body or the Child Wellbeing and Protection Officer dialling in to on-line coaching sessions on occasion.
- If a concern is raised that a child or young person is being harmed, all normal procedures should be followed in line with club and Scottish Cycling policy
- If a child is at immediate risk of harm, statutory agencies (police or social work) should be immediately alerted.

## Sources of further advice and support

### Scottish Cycling

Wellbeing and Protection Officer: [wpo@scottishcycling.org.uk](mailto:wpo@scottishcycling.org.uk)

Wellbeing & Protection policy

Anti bullying policy

Codes of Conduct

### Other sources:



<https://www.saferinternet.org.uk/>



<https://www.thinkuknow.co.uk/>



<https://www.ceop.police.uk/safety-centre/>

**NSPCC** <http://thecpsu.org.uk/>



<https://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport>