



SALE SHARKS Remote Meeting Safeguarding Guidance

This documents purpose is to serve as guidance when using "Zoom" or other similar programs in order to conduct remote meetings and interventions with "children" and "adults at risk". It must be recognized that circumstances will vary and commonsense needs to be applied in order to best safeguard the player and staff.

STEP 1:

Arranging the meeting:

An e-mail must be sent to both player and parent.

E-mail must include date, time, and purpose and who intends to be in the meeting.

It should leave the option for the parent to decide whether they would like to be in the meeting or not.

STEP 2:

The Meeting:

All meetings must have a chaperone (this can be another coach who is part of the meeting).

Only in circumstances where more than one player is on a zoom meeting can a coach deliver without a chaperone. In this instance a recording must be made. Recording must be made available for internal retrospective assessment and must meet the requirements of all parties and GDPR as below written in the point below.

Recording of meeting can be completed if all parties agree to this and storage must be in-line with GDPR guidance.

Ensure that all backgrounds/clothing etc are appropriate.

STEP 3:

Closing the Meeting:

Send a summary e-mail of meeting to all parties in attendance.

Send summary e-mail to parents if not in attendance.

Give opportunity within the summary e-mail for all parties to raise any grievances they may have.