

G33 – Club Guidance for Video Calls

The policies and guidelines referenced within this document are those of British Canoeing. For Scotland please refer to the SCA, for Wales refer to CW and for Northern Ireland refer to CANI

Club Guidance for Video Calls

At times, you may as a club want to host video calls with your junior athletes to communicate and support their development. With this in mind, British Canoeing has provided clubs with some guidance to ensure that these video calls are conducted safely. This guidance is designed to protect both our clubs and our junior paddlers.

These safeguarding measures should not be considered exhaustive. Coaches and club leaders should consider what measures are appropriate and necessary within their own circumstances.

Principles for video calls involving U18s:

- Use an audio call rather than video where possible or appropriate.
- If it is not possible or appropriate to use an audio call, then ensure the video call is hosted in an open, communal living space and request paddlers to take the call in an open, communal living space.
- Be professional, use appropriate language and keep the conversation on topic.
- Be clear about the purpose of the call in advance. This will ensure that parents/carers and paddlers are informed and know what to expect.
- All parents/carers should be welcomed to join the video call if they wish to.
- Video calls should not be mandatory - paddlers can opt out and parents/carers can opt out on their child's behalf. Opting out should not be stigmatised; alternative solutions should be considered to keep the junior engaged in squad activity.
- You should not take, or allow others to take, screenshots or recordings of any kind without consent.
- For under 16s*, you should obtain written, informed parental consent before offering video calls (you should specify the purpose of the call, who will be on it, when it will happen, and explain that video calls are not mandatory).
- If the video call is for the purpose of delivering a session, consider if it has been risk assessed in light of the specific needs of the group. How will risk be managed? For example, what if there is an injury as a result of activity during the session?
- If you have concerns regarding the behaviour of anyone on a video call this should be challenged without delay and the call terminated if appropriate.
- Parents/carers and paddlers should have the details of the Club Welfare Officer(s) (CWO) and understand that they can speak to their CWO(s) if they have any concerns.

*Please note that there are many factors that may make individuals more vulnerable to abuse. Age and maturity are recognised as key factors and so additional safeguards are recommended for under 16s.

1:1 Video Calls

We would **not** recommend hosting 1:1 video calls with U18s without the presence of a parent/carer.

If offering 1:1 video calls with a parent/carer present, be sure that they are offered fairly to all members of the club/squad (either consistently to all paddlers or with a good rationale for inconsistencies, and communicate these as appropriate).

G33 – Club Guidance for Video Calls

Group Video Calls

- Ensure that all squad members are invited to the call to avoid anyone feeling excluded.
- If paddlers are able to interact throughout the call, consider how this will be monitored and moderated. Consider setting 'ground rules'.
- Where a group call involves under 16s, a minimum of one additional responsible adult must join the call (this might be another coach or volunteer, or a parent/carer of one of the juniors). Ideally the additional adult would be a different gender to the coach.

Storing parental consent – example wording

As part of our junior coaching programme, at times, [INSERT CLUB NAME] would like to host video calls with athletes within the Club to ensure continued communication and support junior development.

Participants in the call will include myself (the coach), other paddlers in the squad, and if it involves calls for under 16s, at least one other adult (a parent volunteer or another coach). For safeguarding purposes I require written consent from you by reply to this message/email. You can withdraw your consent at any time by contacting [INSERT CLUB CONTACT DETAILS]

1. I [INSERT NAME] confirm I have read and understood all information provided and have sought answers to any and all questions I have from the relevant Club coaching staff.
2. I give my consent for my child to participate in group video calls with Club Coaches on condition that appropriate safeguarding measures are followed.

All responses to the request, including where consent is withheld, must be retained by the coach or club in line with the club's data retention policy. Storage of the responses may be in electronic or hard copy format and may be made available to the Governance Team at British Canoeing upon request.

Additional guidance on coaching people online can be found on the UK Coaching's website or by following this [link](#).