

CHILD SAFE COMMUNICATION GUIDELINES

The following guidelines have been developed by M A Olympic Football Club (MAOFC) to assist volunteers to create a child safe environment when communicating with children.

Face-to-Face Private Communication

- Hold meetings in public places and not isolated from others
- Ensure meetings take place in designated premises at, connected to, or nearby the club's activities (i.e. club rooms, beside the field of play, offices)
- Utilise a designated meeting room that has windows or doors to provide a visual aspect to the meeting (i.e. windows, glass insets in the door)
- If the room has no windows, leave the door open
- Blinds, curtains and other window coverings should remain open
- If there is a need for additional privacy (i.e. First-Aid room), and/or the window covering to be closed or partially closed, then it is recommended that a second club representative also participates in the meeting
- Try to avoid:
 - Meetings in car parks or sitting in cars
 - Meetings that no one else knows about
 - Meetings that are not visible to anyone else

Telephone or Other Electronic Device Communication

- If possible, only use club devices for electronic communication
- Set-up club or role specific emails addresses that more than 1 person has access to
- When using emails, include (by use of cc) other club personnel in any communication you send to children
- Utilise an app or set-up a file sharing location to store any electronic communication sent
- If personal mobile phones are authorised for use, ensure that they are used to meet the requirements for the sport. This can be done by including club personnel and parents in emails and messages or by utilising an app that multiple people can view
- Limit social media communication to club approved pages or sites
- Establish a culture where the personnel 'get organised early' limiting last minute arrangements, and thereby limiting the need for personal device use
- Establish a central point of communication or 'go-to' person if communication is required by other personnel with a parent/carer and/or child
- Only utilise club devices for the distribution of any electronic communication which incorporates images or video of children
- Imagery and videos of children must be approved for use by their parent/guardian/carers and only used for the purposes approved
- Try to avoid:
 - Accepting 'friend' invitations for social media sites from a parent/guardian/carer or child within the club
 - Giving out personal contact details
 - Leaving a personal device unattended at the club so that it can be accessed by others.