

## Newcastle Vikings Handball Club

### Appropriate Communication, season 2021-2022

The club will follow England Handball guidelines on Appropriate Communication.

The guidelines can be found on:

<https://www.englishandball.com/uploads/EHA-Safeguarding-Guidance-Final-December-2013.pdf>

#### Emails:

Good Practise:

- Language should be appropriate and professional
- Email should come from the same person, i.e. chair person, head coach
- Emails should be about Newcastle Viking and England Handball Information
- Ideally emails to be sent to groups rather than individual children. If information need to be sent to a child, another adult such as their parents should be copied into the message.
- Blind carbon copy 'bcc' all group emails. Exception within senior group if prior approval has been given by players.
- You can opt out of emails at any time by contacting [info@newcastlehandball.co.uk](mailto:info@newcastlehandball.co.uk)
- For U16, parental consent must be given before collecting email addresses.
- If NVHC receive any emails of concern from a young player, the Safeguarding Procedure should be followed.
- If a NVHC board member leave its position, they should ensure they delete any NVHC email addresses from their computer.
- Email addresses will not be passed on or used for other purpose without permission.

#### Text Messaging:

Good Practise:

- The content to be handball related and should reflect the professional relationship between coach and player.
- Language should be appropriate and professional
- Phone numbers will not be passed on or used for other purpose without permission.
- Consent from player and parent must be received prior sending them text messages.
- Players can request not to be contacted by text messaging and can opt out at any time by informing their coach/chair person

#### Website/Social Networking:

Newcastle Vikings Handball Club (NVHC) uses the internet to publicise themselves and keep in contact with these interested in the sport. NVHC is mindful in how they present themselves online and the risk the internet can pose to young people if not used appropriately.



For more information contact:  
[info@newcastlehandball.co.uk](mailto:info@newcastlehandball.co.uk)  
[www.newcastlehandball.co.uk](http://www.newcastlehandball.co.uk)



@NVHandball



Newcastle Vikings Handball Club

## Good Practise:

- The website/profiles should present a professional image, ensuring all language and content is appropriate
- NVHC will plan how they will manage their website/social media profiles. There should be more than one person with 'moderator' responsibilities so content can be edited/removed quickly if necessary
- The website/profiles should be regularly monitored and links reviewed regularly to ensure they are appropriate and working.
- Procedures and contact details for reporting any problems/concerns should be easy to locate.
- Contact details for NVHC Welfare Officer is available and links available to Help organisations such as Childline: <https://www.childline.org.uk/> / <https://www.newcastlesupportdirectory.org.uk/kb5/newcastle/fsd/service.page?id=eiDc8FVA72c>
- If NVHC decide to publish team/player photos of under 18's, their and their parent's permission should be sought first.
- Permission to publish photos/videos of young people should gained from them and their parents and follow photography guidelines in the Safeguarding Policy.
- NVHC will avoid publishing excessive personal information of under 18's. i.e. never include emails address, home address, school attended etc.
- If there is a minimum age on the social networking site, NVHC will not target young people under this age to use it.
- Parents should be encouraged to view the website/profile as well as young people.
- If NVHC becomes aware of problems such as cyber bullying or a young person placing themselves at risk with the information they share on the internet, they will follow the set procedures for concerns or contact a help organisation for advice.
- NVHC board members, coaches and volunteers should think carefully about their personal online profiles and should not be linking them to young people pages. Any bullying and/or abuse online will be dealt with in the same manner as offline bullying and/or abuse.

## Photography and filming

The club recognises the need to ensure the welfare and safety of all young people in handball. In accordance with the club and England Handball policy, where possible we will not permit photographs, film, video or other images of children or to be taken or used without the consent of the child and their parents/guardians.

We will follow the guidance for the use of photographic and recorded images of children, a copy of which is in the England Handball Safeguarding Policy. If at any time either the parent/guardian or the young person wishes their image to be removed from a website or future publications, this should be communicated in writing to the Club Welfare Officer or Club Chairperson.

The club will take all steps to ensure these images are used solely for the purposes they are intended. Where the club has obtained parental and player consent, the club may give permission to the opposition to take images during a game. If you become aware that these images are being used inappropriately you should inform the club immediately.



For more information contact:  
[info@newcastlehandball.co.uk](mailto:info@newcastlehandball.co.uk)  
[www.newcastlehandball.co.uk](http://www.newcastlehandball.co.uk)

