



Standard Operating Procedure

Communications with Young People Policy

Ownership & Applicability

Person responsible for update of this procedure:	Children’s Officer
Responsible for Activity:	
Applicable to:	Members and coaches interacting with under age members

Approval

Drafted / Revised	Approved	Revision	Effective from
Emer O'Donnell	Ciaran O'Reilly	Rev1	June 2021

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

Communications Policy

Communication involving young people should be safe and secure without exposing young people to risk of harm by allowing third party or unauthorised access to their personal details.

Communication between adults and young people is open to exploitation and misinterpretation and therefore any communication with young people must be open and transparent without crossing personal boundaries between an adult and child.

General considerations

The Malahide Yacht Club officers are committed to a set of policies around communication that ensure our young people feel comfortable. We suggest that the following principles are adhered to when communicating with young people

- Common sense should apply e.g. Leaders should not encourage young people to give their phone numbers or email to people they don't know.
- Any communication with young people should be direct, open and honest.
- Adults should be aware of the language and tone of voice used as these can be interpreted in a variety of ways by different people.
- Information can be sent as a mass communication to young people as a group.
- Individual information directed to a young person under the age of 18 should be copied openly to another responsible adult, usually their parent.
- Where members reach 18 communications should be directly with the young person.
- Leaders should ensure that communications are appropriate and remain mindful of perceptions of power

Methods of communication

- All mandatory information required by Irish Sailing will be displayed in a visible place within both Broadmeadows Clubhouse and St James Terrace Clubhouse.
- Email correspondence to young people under the age of 18 should be sent either directly to the parent, or where appropriate cc'd to the parent or guardian.
- Text messages should be limited to group text communications and leaders should avoid 1:1 text messaging
- Use of mobile phone policy should be adhered to during any communications
- Web or social media based communications should adhere to the MYC web and social media policies
- WhatsApp has become increasingly common as a form of communication for sports clubs and sports coaching groups. MYC supports the use of this tool for communication purposes in the context of young people, provided the following guidelines are adhered to:
 - If a WhatsApp group is set up in the name of the club then the club should have administrator rights to that group
 - Children under 18 years of age should not be part of a club WhatsApp group.
 - The group should not be used for private conversations, or to replace formal feedback
 - Group admins should be aware that WhatsApp when used in the context referred to here is not GDPR compliant
 - Irish Sailing does not recommend the use of WhatsApp in an official capacity due to lack of GDPR compliance and recommends email or social media platforms as an alternative.