

Ignite Sport Young Person Protection Procedure

Outline

The following amendment to the existing *Ignite Sport Young Person Protection Policy & Procedure* is in response to the global COVID-19 pandemic and the nationwide lockdown in Aotearoa. Ignite Sport recognises the importance of remaining connected to and supporting young people and their community during this time. Therefore this amendment expands the limitations on digital communication between Ignite Sport staff and young people. The following policy outlines safe and best practice for Ignite Sport staff to follow when engaging with young people in the digital space. This amendment **only** applies for the duration of the lockdown or as long as Ignite Sport staff are unable to physically connect with young people because of COVID-19 restrictions.

Procedure

'Use of telecommunications or social media' Amendment

See pg.23 of the manual for the original

- Where possible Ignite Sport staff will receive written or verbal permission from a young person's parent or guardian for the young person to engage in digital communication with Ignite Sport staff
 - o Ignite Sport staff to keep record of permission given
- In order to monitor and protect against the unlikely event of an Ignite Sport staff member inappropriately communicating with a young person, the Ignite Sport Coordinator will have passwords/logins for all Ignite Sport social media accounts
 - o Due to the sensitive nature of some communication between Ignite Sport staff and young people, any information that the Ignite Sport Coordinator views during monitoring will be kept confidential unless serious health and safety considerations require confidentiality to be breached
 - o Use of personal cell phones: Where possible Ignite Sport staff will seek to communicate with young people through Ignite Sport social media channels. However, if personal cell phones need to be used, communication via that cell phone is required to be recorded by the Ignite Sport staff person and reported to the Ignite Sport Coordinator
- Ignite Sport staff to keep confidential, clear notes on **all** non-recorded communication with young people. Including but not limited to phone calls and Facebook Video chats
 - o Notes should include time & date of communication, communication platform used, purpose of communication, any actions needing to be taken by the Ignite Sport staff member, and any other information of relevance
- Ignite Sport staff to keep confidential, clear notes on any recorded communication with young people that involves a disclosure including but not limited to abuse, neglect, suicidal ideation, self-harm
 - o Notes should include time & date of communication, communication platform used, purpose of communication, any actions needing to be taken by the Ignite Sport staff member, and any other information of relevance



- The Ignite Sport staff member must then immediately (as soon as possible but not later than 48 hours) notify the Ignite Sport Coordinator or Board and discuss the next steps of care. This response will be governed by the existing *Ignite Sport Young Person Protection Policy & Procedure*

- Ignite Sport staff are permitted to communicate with young people via the following platforms
 - The official Ignite Sport Instagram account
 - staff should identify themselves specifically when communicating with a young person via direct messages
 - The official Ignite Sport Facebook page
 - staff should identify themselves specifically when communicating with a young person via direct messages
 - Any official Ignite Sport Facebook account
 - For example: *NAME Ignite Sport* or *NAME Shift Coordinator*
 - Any official Ignite Sport Instagram account
 - For example: *Shift Lower Hutt*
 - Any official Ignite Sport email account
 - For example: NAME@ignitesport.org.nz
 - Any other official Ignite Sport digital communication account verified by the Ignite Sport Coordinator
 - For example: *Ignite Sport Zoom*
 - Texting or voice calling from a personal cell phone
 - This does not include video calling through any platform other than an official Ignite Sport account
 - As stated above, this channel of communication is a last resort and needs to be clearly recorded and reported

- Ignite Sport staff are not permitted to communicate with young people via any personal social media account or any communication platform not listed in the above procedure

- Ignite Sport staff are expected to inform any young people they are communicating with digitally that this form of communicating is a temporary measure because of current national circumstances. When things are 'back to normal', so too will the Ignite Sport programmes