

IT, remote learning policy

Board	2	July 2022	July 2023	Paul Antrobus
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Crewe Alexandra Football Club promotes the use of technology to communicate to our staff and players in the academy.

Although this is a means of non- contact with the players it still raises issues of safeguarding and must protect against young person's being groomed while using the internet.

If a member of staff organises a zoom or teams meeting with the players/player it will ensure that the following protocols take place.

- 1) The meeting invitation will only be sent to the parents
- 2) When the host opens the meeting the invitation to join will only be granted if the parent/guardian of the player opens the connection.
- 3) The host (staff member) will then ask the parent/guardian to remain in the meeting. If no parent or guardian remains on the meeting that connection will be closed.
- 4) A minimum of two members of staff will also be on the zoom meeting.
- 5) Staff, parents/guardian and players will also be informed that the meeting will be recorded.
- 6) The meeting will only be agreed after the Designated Safeguarding Officer has seen the agenda/content

There will also be occasions when Reaseheath College , LFE and Head of education require to use zoom or teams meetings to progress education requirements , this will only be for the scholars (u18s) Again do not log on if you do not recognise the host and report it immediately to the Designated Safeguarding Officer .

It is recommended that players do not enter into any zoom or teams meeting that is not officially arranged by Crewe Alexandra Football Academy.

It is important you make sure you know the host, if in doubt leave the meeting immediately and inform the Designated Safeguarding Officer.

Crewe Alexandra Football Academy will give advance notice of any meetings along with the meeting codes and passwords.

The host will also monitor who logs into the call and will check to see that only academy staff and players are in attendance.

If any guest is invited onto the meetings the host will give notice at the beginning of who is attending.

Crewe Alexandra Football Club understands the risk of Internet communication and will continue to monitor the communication system.

No images of the zoom or team meetings will be shared on the social media sites and will only be used within the club as development purposes.

Anyone who takes copies of the meeting and sharing the contents of the meeting without consent from Crewe Alexandra Football Academy will be excluded from any further meetings and will be in breach of the Photography and Digital images consent form .

If it has been noticed that persons outside the academy are attending the meetings this must be flagged to the clubs Designated Safeguarding Officer .