



## 13 – Online H&S Guidance

### Online Taekwondo Sessions

Before preparing online sessions and content, the first thing to think about is how to operate and communicate online safely, especially considering that many BT members are children.

The key issues for instructors wanting to share content online are:

#### Think about who might be watching?

Unlike your class, you don't know who might be watching your broadcast.

Always speak in polite terms, never use language that could be mis-interpreted or that could be taken offence with

Never use inappropriate references, always assume that young children may be watching (even if they are not participating)

#### Always ensure that you are only communicating with parents of anyone under 18

Advise participants to wear appropriate clothing during web sessions

Children especially, dress and behave differently in the home and sometimes wear inappropriate clothing – remind all online participants about this.

If webcams are switched on and interactive sessions are taking place (on zoom as an example), instructors should remind participants that 2-way cameras may be switched on and to turn the home camera off if anyone has privacy concerns

There is a whole raft of other useful and common-sense advice for parents on how to keep their children safe online. The Child Protection in Sport (CPSU) website is a great place to find out more - <https://thecpsu.org.uk/help-advice/topics/online-safety/>

Instructors should recommend these sites to parents where possible and play our part in educating our younger members about online safety.

## British Taekwondo Member Health & Safety Guidelines

### Tips for using Zoom for Meetings/Sessions

- Take time to understand your Zoom settings prior to launching your meeting
- Nominate a Co-Host to moderate the meeting while you do your class/presentation
- Use the scheduled meeting option to create a unique URL for each meeting
- Make sure every meeting is password protected
- Insist your callers register for the call, in advance
- Switch on end-to-end encryption
- Lock the meeting once everyone has arrived
- Change your screen sharing to 'Host Only'
- Create a 'Waiting Room' so people can't join the meeting before the Host. This will allow you to admit people to the meeting one at a time
- Disable 'File Transfer' so people can't introduce anything untoward into your meeting
- Use the 'Allowed Removed Participants to Re-join' setting – this will mean anyone that has been removed from the meeting cannot re-join
- In chat, disable the facility for people to message people individually
- Make sure the setting 'Stream to FB' set to OFF – you also need to check that you haven't enabled 'Stream to YouTube' because your video will not be secure
- Never share your meeting URL or your personal meeting room URL in a public space or on social media

### Insurance

British Taekwondo insurers, Howden, now include cover for Instructors and Members for online activity.

There are a number of sensible conditions and responsibilities placed on this validity and any instructor delivering this kind of content should ensure the following:

- The online sessions/ videos are provided via a closed group (a secure medium which requires the user to be invited to join and accepted, and maybe with some kind of login or password if required).
- The sessions shouldn't be open sessions available for anyone to join, and the content should only be made available to BT members registered within your club.
- It should be a live broadcast of a live session or a broadcast of pre-recorded material.
- The person delivering the 'session' or advice, must be appropriately qualified to do so. In other words, a registered BT Coach/Instructor with valid membership, DBS vetted with BT and valid indemnity insurance. (i.e., just as it would be in the physical club)
- Instructors have confirmed that the person receiving the content has been previously assessed in the club and suitable to train in Taekwondo activity.
- All content is of the type and range normally undertaken within the club (no new or unusual training methods)
- Instructors should retain a recording of all sessions for a period of up to thirty-six (36) months – this may assist in the event any claim is made.

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### Online Safety Notice for Insurance Purposes

The BT Coach/Instructor must also provide guidance regarding safe instruction in a home or similar environment, and do this directly before the beginning of every online session.

Specifically: The instructor should mention / say the following at the start of all online sessions

- That by participating, members are doing so at their own risk
- That the sessions are for British Taekwondo registered members only from your club, and nobody else should attempt to take part.
- A suitable, non-slip floor space is required measuring at least 2m x 2m that is not too hard should someone fall
- All potential obstructions in the vicinity are removed before members participate (including protecting yourself against hard surface edges or fixed / loose obstacles that could cause harm should they be knocked or fallen against
- To avoid activities if they have, or suspect they may have any current health concerns, injuries, aches and pains
- No use of blades, weapons or sharp instruments of any description is permitted at any time.
- To avoid physical contact with other participants and where appropriate, adhere to social distancing guidelines

## **British Taekwondo Member Health & Safety Guidelines**