



## **MLTC Communication Policy & Procedure (11)**

*Updated Date: 06/06/21*

*'The aim of our communication policy is to give guidance on conveying messages and information safely and securely to intended recipients without exposing children to risk of harm at time or in the future by allowing access to their personal details by an unauthorised person'*  
*MLTC policy is to ensure that children have means to communicate with adults without the need to utilise adults when doing so*

- 1. All Club contact with a Junior is through their Parents / Guardian*
- 2. Junior Officers DLP & Coach will be the line of communication*
- 3. Juniors information will not be shared*
- 4. The Junior Officers coach volunteer etc will inform the DLP if a breach of conduct has been observed*
- 5. The DLP will evaluate to situation and fill out our Incident Report Form*
- 6. It will be reviewed by the Committee*
- 7. Advice will be sought from MT DLO if needed*
- 8. The TI recommended disciplinary complaints & appeals code of behaviour breaches will be followed*
- 9. All members will be made aware of our policy which will be posted in MLTC website*

**MLTC Committee 2021**