



Step Forward Plan



Online Activity Guidance for at Home Sessions

Considerations for Parents and Carers Communications

This document contains information that clubs/gymnastic providers should consider when communicating to parents/carers when making decisions to deliver online sessions.

Guidance for Online Activity Sessions – Considerations for Member Communications

Delivery providers must read the Guidance to Online Activity Sessions for programming and hosting of any online activity sessions.

The following information should be clearly communicated to the gymnasts and their parents/carers:

- Timetable including:
 - who the coach/supervising adult will be
 - what time the session is starting/ending
 - day(s) the session can be accessed
- Cancellation of 'live' classes
 - Communicated at the earliest opportunity via the normal channels
- Supervision requirements of parents and why
 - Parents/carers must be present in a supervisory capacity during all pre-recorded activities. As pre-recorded activities should include tips for supervising parents/carers to engage in the session with their child, through words of encouragement.
 - Parents/carers must be present in supervisory capacity at the start of live sessions and in close proximity throughout.
 - Parents/carers are required to attend the start of the live session until both coaches are present for safeguarding purposes.
 - Parents/carers should remain in close proximity during a live session in the event of an accident or where a gymnast requires assistance.
- Which portal and how to download it
 - Clearly identify the portal the club is using
 - Provide guidance on how to download it to a variety of devices
 - Provide guidance on how to access the portal from their device
 - Provide guidance on where username and passwords will be entered to access the sessions
- Any log on passwords and username requirements
 - Usernames, log on and passwords will be sent directly to the parent/guardian via email
 - This information should only be inputted into the portal immediately prior to the session
- How they will be 'let in'
 - Parents/carers will access their scheduled session using the individual log on details
 - Parents/carers will be placed in a 'waiting room' where the coach will identify everyone before granting access, this is for safeguarding purposes
- Turn off microphones

- Parents/carers should, where possible, ensure the microphone is muted prior to entry to the session
 - Parents/carers should ensure microphones remain muted throughout the session, unless instructed to unmute by a coach, to avoid unnecessary distractions/feedback.
- Best place to position screen/camera/sound
 - The screen should be positioned so the gymnast can see it in both seated and standing position, without the need to move the screen/device around.
 - The camera should be aligned so the gymnasts' whole body can be seen by the coach throughout the session, in both seated and standing positions.
 - The sound/speaker volume on the device should be at a level so the gymnast can hear the coach throughout the session.
 - If wires are required to remain attached to devices these should be positioned away from the activity area.
- Setting up their space
 - Parents/carers should ensure a clear space, ideally carpeted or with suitable exercise mats, large enough to complete the activities within the session (minimum dimensions height of gymnast with arms up, length of gymnast when laid with arms up)
 - Clear from hazards – loose wires, low hanging light fittings, furniture (large and small), loose floor coverings i.e. rug, ornaments/decorative items.
 - Where possible it is advised that the background is clear of any personal belongings and identifying items. Parents/carers may wish to think about what personal information is visible in the background.
- Remove distractions
 - Parents/carers should attempt to keep other people and pets from interrupting the session.
 - Gymnasts/parent/carers should not be accessing mobile phones, or other devices, during the session, they should be placed away from the activity area and switched off or on silent.
- Drinks/drink breaks
 - Parents/carers should ensure gymnasts are provided with a drink bottle close by.
 - Coaches will advise when a scheduled rest break will occur
- Any equipment/hand apparatus
 - Coaches will advise, ahead of the session, of any additional hand apparatus requirements for each session.
 - Additional hand apparatus required during the session should be kept close by but safely stored to avoid unnecessary hazards/distractions.
 - Parents/carers are responsible for identifying suitable adaptations to hand apparatus if not available.
- How feedback will be given
 - Coach feedback will be provided in a timely manner during live sessions.
 - During the pre-recorded sessions parent/carer feedback to the gymnast on effort, engagement, etc is imperative, however it's important that no technical coaching points should be given.

- Parent/guardian feedback on pre-recorded sessions can be provided to coaches through the normal channels of communication
- In the event of accident/injury
 - During pre-recorded sessions
 - Parent/guardian must stop activity
 - Parent/guardian must provide first aid as they see fit
 - Parent/guardian must communicate the accident/injury to the club at the earliest opportunity through the normal communication channels
 - Parent/guardian must update the club on the gymnasts' progress following accident/injury prior to recommencing any sessions
- During live sessions
 - Coach will stop activity to ensure parent is aware and dealing with incident
 - Parent/guardian must provide first aid they see fit
 - The club/coach is responsible for completing an accident form following the session
 - Parent/guardian must update the club on the gymnasts' progress following accident/injury prior to recommencing any sessions