

CAYMAN ISLANDS NATIONAL COACHING ACADEMY*Building Champions On and Off the Pitch***DIGITAL HEALTH & SAFETY POLICY**

Standalone Policy · 2026 Edition

Safe, healthy, and inclusive online, digital & mobile learning

Policy title	Digital Health & Safety Policy
Owner	Academy Director, Cayman Islands National Coaching Academy
Applies to	All online, digital & mobile elements of CINCA programmes
Edition	2026
Review cycle	Annual, or earlier if technology or guidance changes
Related documents	Health, Safety & Risk Assessment Policy; Safeguarding & Child Protection Policy; Data Protection & Confidentiality Policy; Social Media & Digital Communication Policy

Our commitment

When the Academy teaches online or through digital and mobile tools, the same duty of care applies as on the pitch. This policy keeps digital learning safe, healthy, secure, and accessible for every participant and coach.

DIGITAL HEALTH & SAFETY POLICY**1. Purpose**

The Cayman Islands National Coaching Academy (CINCA) delivers coaching education in person and through online, digital, and mobile platforms. This policy sets out how the Academy protects the health, safety, and well-being of everyone taking part in its digital learning and how it keeps digital environments secure, accessible, and safe, particularly for children and young people.

2. Policy Statement

The Academy is committed to ensuring that digital learning is as safe as face-to-face learning. We will:

- use trusted, secure platforms and protect participants from online harm;

- promote healthy use of screens and devices, with regular breaks;
- apply the same safeguarding standards online as in person;
- keep personal data and devices secure; and
- make digital content accessible to all learners.

3. Scope

This policy applies to all online, digital, and mobile elements of the Academy's programmes, including live video sessions, recorded content, mobile learning, online assessment, and digital communication and to everyone who takes part in or supports them: participants and coaches in training, parents and guardians, staff, instructors, contractors, and volunteers.

4. Reference Framework

This policy reflects recognised online-safety (e-safety) and digital-wellbeing good practice, and is read together with the Academy's Safeguarding, Health & Safety, and Data Protection policies and applicable Cayman Islands law.

5. Definitions

Digital platform: Any online tool used to deliver or support learning, for example, a video conferencing app, learning platform, website, or mobile app.

E-safety (online safety): Keeping people safe from harm, abuse, or exploitation in online and digital spaces.

Digital wellbeing: A healthy, balanced relationship with screens and technology, including managing screen time and reducing strain.

Digital incident: Any online event that raises a safety, safeguarding, security, or well-being concern.

6. A Safe Digital Learning Environment

- The Academy uses reputable, secure platforms with appropriate privacy and security settings.
- Access to live sessions is controlled (for example, by invitation, waiting rooms, or passwords) to prevent unauthorised entry.
- Sessions are hosted by an identified member of Academy staff, and participants join using their own credentials.
- Links and joining details are shared only with registered participants.

7. Online Conduct

All participants are expected to follow the CINCA Code of Conduct online as well as in person:

- treat coaches and fellow participants with respect, no bullying, harassment, or abusive language
- use appropriate language, dress, and backgrounds during video sessions
- keep to the purpose of the session and follow the host's directions; and
- obtain consent before recording, photographing, or screen-capturing any session.

8. Digital Wellbeing and Screen Health

To protect health during screen-based learning, the Academy applies these guidelines:

Area	Guideline
Breaks	Build in a short screen break at least every 45–60 minutes.
Posture & ergonomics	Encourage a comfortable seating position, screen at eye level, and good lighting.
Eye care	Encourage the 20-20-20 habit — every 20 minutes, look 20 feet away for 20 seconds.
Hydration & movement	Encourage water and brief movement during breaks.
Balance	Keep online sessions to a reasonable length and balance them with practical, on-field activity.

9. Safeguarding in Online Spaces

The Academy's safeguarding standards apply fully online. In particular:

- a second appropriate adult is present, or sessions are recorded, for any session involving children, where practicable;
- one-to-one online contact between a coach and a child is avoided unless arranged and supervised, with a parent/guardian aware;
- recordings involving children are made only with consent and stored securely; and
- any online safeguarding concern is reported immediately to the Safeguarding Officer under the Safeguarding & Child Protection Policy.

10. Device, Account, and Cyber Security

- Use strong, unique passwords and keep accounts and devices secure; do not share login details.
- Keep devices, apps, and security software up to date.
- Do not open suspicious links or attachments; report anything that looks like a scam or phishing attempt.
- Handle personal data in line with the Data Protection & Confidentiality Policy.

11. Accessibility of Digital Content

The Academy designs digital materials to be accessible, for example, with readable fonts and contrast, captions or transcripts for video where practicable, screen-reader-friendly documents, and adjustable text and will make reasonable adjustments on request, consistent with the Disability Discrimination Policy.

12. Technical Requirements and Support

Participants are advised in advance of the basic technical requirements (such as a device, internet connection, and any app needed). The Academy provides clear joining instructions and reasonable technical support and has a backup plan where a session cannot proceed as planned.

13. Reporting Digital Incidents

Anyone who experiences or witnesses a digital incident — such as inappropriate content, online bullying, a security concern, or a technical failure affecting safety — must report it promptly to the session host or the Academy Director. Safeguarding concerns are escalated to the Safeguarding Officer without delay, and data-security incidents are handled under the Data Protection & Confidentiality Policy.

14. Roles and Responsibilities

Who	Responsibilities
Academy Director	Overall accountability for digital health & safety; ensures platforms, training, and this policy are in place and reviewed.
Session hosts/coaches	Set up secure sessions; manage online conduct and breaks; respond to incidents; uphold safeguarding online.
Participants/parents	Follow the Code of Conduct and these guidelines; ensure a suitable, safe space for under-18s to take part.
All persons	Use digital tools responsibly and report concerns promptly.

15. Monitoring and Review

The Academy monitors the effectiveness of its digital health & safety arrangements, including any incidents and participant feedback, and uses what it learns to improve. Findings feed the Curriculum & Content Review and Participant Satisfaction policies.

16. Related Policies

This policy should be read together with the Health, Safety & Risk Assessment Policy; the Safeguarding & Child Protection Policy; the Data Protection & Confidentiality Policy; the Social Media & Digital Communication Policy; and the Disability Discrimination Policy.

17. Review

This policy is reviewed at least annually by the Academy Director, or sooner where technology, law, or guidance indicates that change is needed.

Document control	Detail
Policy title	Digital Health & Safety Policy
Owner	Academy Director, Cayman Islands National Coaching Academy
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Review cycle	Annual, or earlier if required
Related framework	CINCA Policy Manual 2026

