

Online and virtual meetings consent form

Virtual meeting parent/carer consent form

We'd like to use virtual meetings to run our Holy Communion Programme but need to be sure you are clear on how these will work, what we will do and what we expect you to do to keep your child safe online.

In order to protect your child, WE WILL:

- Have a minimum of *insert no. (E.g. two adult catechists)* present throughout the video call who will stay on the call until all children have 'logged off'.
- At least one adult leader involved in the call will hold a current disclosure certificate (DBS, PVG, Access NI) as required for their role. Any adult volunteer holding a role that does not require a disclosure check will always be supervised by someone with a disclosure check.
- No leader will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (i.e. phone call or email).
- Leaders will watch through and check any links or videos they may direct your young member to. They will make sure everything they use is age-appropriate.
- Leaders and other adults on the call will use appropriate language/behaviour throughout the call.
- All leaders will ensure they are in a communal living space throughout the call. Where possible they will blur the background in any video calls and any members of their household will use appropriate language/behaviour throughout the call.

This section should be completed by the leader

Parish Name:.....

Programme Leader Name:.....

These meetings will start on..... (insert date)

The online platform that we will be using is..... (insert name of platform e.g. Zoom)

They will take place on..... (insert day)

Starting at.....(insert time) Finishing at..... (insert time)

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In order to make sure that your child stays safe online, WE ASK THAT YOU DO THE FOLLOWING:

- Access to the platform is made through the parent/carers account, unless your child meets the age restrictions for the platform.
- An appropriate adult, like a parent or carer, will remain in the room with young members (under 14 years) during video or conference calls to help or join in. For older children (over 14 years) please make sure there’s an appropriate adult nearby so that they can ask for help if they need it.
- We suggest you to ‘drop off’ your child at the session like you would at a usual meeting, so we know that they have an appropriate adult nearby if they need a hand. This will also give us a chance to talk with you if we need to.
- Where possible your young member must take part in the video call in a suitable communal environment. We appreciate that this is not always possible and some of the video calling software has a built-in option to ‘blur’ the background - you may feel this is an appropriate feature to turn on. All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background.
- Your young member must be appropriately dressed (they should be fully dressed in clothing that covers top and bottom half of the body).
- You will make sure your young member has ‘logged off’ the call correctly and signed out before turning off any devices.
- You and your young member will not try to contact any leaders using these online tools outside of the pre-arranged calls. If you need to contact a leader for any reason you will do so following your normal contact procedures (i.e. phone call or email).

This section should be completed by the parent/carer

In signing this you are confirming that (please tick all that apply): You have read, understood and agree to your part in the above requirements.

- You give consent for your child to be part of online Holy Communion Programme
- You give photo and video consent for your child.

Name of Child:..... **Age of Child:**.....

Parent Name:.....

Parent Signature.....

Parent/Carer

Programme Leader Signature.....

Leader/Catechist

Please fill in all relevant sections of this form and return to your programme leader. This can be done by email – please type your name in the signature box, a physical signature is not necessary. You (parent/carer) must return this form to the leader from the email address that is saved on your child’s record. If we do not get consent your child will not be able to join the call. The virtual meetings will only continue for as long as all leaders are happy and comfortable.