

Consent Form for Use in Videoconferencing

# Child’s Details

|  |  |
| --- | --- |
| Child’s Full Name:  |       |
| Child’s Age: |       |

In the event face to face meetings cannot take place, the children/young people will be encouraged to attend the retreat online. The meetings will be hosted through a diocesan account and in accordance with the National and Diocesan Safeguarding policies, all facilitators have been safely recruited and trained for online meetings. No session will be recorded and no images/screenshots will be taken. Parents and Carers are invited to join their child online for the retreat also.

In order to undertake the retreat online safely we want to ensure that 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.

|  |
| --- |
| This section has been completed by **Diocese of Salford – Department for Formation** |
| These meetings will start on (date & day): | **Saturday 27th February 2021 – 10am-12pm (Ages 8-11) and 1pm-3pm (Ages 12-17)** |
| The online platform that we will be using is (name of platform): | **Zoom** |
| These meetings will start at: | **10am (Ages 8-11) and 1pm (Ages 12-17)** |
| These meetings will end at: | **12pm (Ages 8-11) and 3pm (Ages 12-17)** |

**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/carer’s 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 younger members (primary school age children) during video or conference calls to help or join in. For older children (secondary school age) please make sure there is an appropriate adult nearby for help if they need it.
* For younger children, you will ‘drop off’ your child at the meeting like you would at an in-person retreat 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.
* Your child must take part in the video call in a suitable communal environment (not a bedroom) and be appropriately dressed (fully dressed in clothing that covers top and bottom half of the body). All members of the household must be aware that the call is taking place and make sure that they are appropriately dressed, use appropriate language and behaviour when nearby or in the background. 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.
* You will make sure your child has ‘logged off’ the call correctly and signed out before turning off any devices.
* You and your child 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. emailing).

**In order to protect your child, we will:**

* Have a minimum of two adults present throughout the video call who will stay on the call until everyone has ‘logged off’.
* Adults involved in the call will hold a current disclosure certificate (DBS) as required for their volunteer role.
* No-one 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. emailing)
* Those holding the meeting will watch through and check any links or videos they may direct your child 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.
* Those leading the meeting 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

**Privacy Notice**

*Your personal details on this form, or that you have supplied to the Diocese has been collected for legitimate reasons in pursuance of the Roman Catholic Faith and in accordance with the law, for safeguarding purposes. The information that you have provided to us will not be transferred to any third party for general marketing purposes. It is necessary for the Diocese to work with other third parties such as the National Catholic Safeguarding Commission (NCSC), Local Authorities and the Police and other organisations that supervise or assist with safeguarding processes. Your personal information may be transferred to these relevant organisations as required. It may be necessary to us to exchange some information with your parish priest or school. This will only be done where there is a legitimate interest or for the effective preparation of the sacramental programme. The personal information that you have supplied, will at all times be securely stored on Diocesan, or relevant third party IT systems, or other secure filing systems, in accordance with standard safeguarding procedures. Thereafter, the personal information about you will be securely destroyed. You can read our full privacy notice at http:* [www.dioceseofsalford.org.uk/privacy-policy](http://www.dioceseofsalford.org.uk/privacy-policy)

# Statement of Consent

In signing this you are confirming that :

* You have read, understood and agree to your part in the above requirements.
* You give consent for your child to be part of online virtual meetings.
* You give photo and video consent for your child (including that their camera will be switched on during the meeting and their name displayed)
* I confirm I will be joining them for the online retreat meetings (depending on their age you may not be required for the whole session but should be available when required. Please ensure the email address you have used to register, matches the one you will be signing up to the online meeting)
* I confirm I will speak to my child to ensure no screenshots are taken and posted online.
* I confirm I have not passed the link onto another person.
* I confirm I have read and agree to the personal information being used in the manner described above.

|  |  |
| --- | --- |
| Signature: |       |
| Parent/Carer’s Full Name:  |       |
| Name of child:  |  |
| Date:  |       |

Please fill in all relevant sections of this form and return it to us. You can either download, complete electronically and email back to us or you can print and return by post. A typed signature is acceptable.

|  |
| --- |
| **Diocese of Salford Department for Formation** |
| Altar Servers Retreat, Department for Formation, Cathedral Centre, 3 Ford Street, Salford, M3 6DP |
| formation@dioceseofsalford.org.uk  |
| If you have any questions, please call 07741147496 (John)/ 07436157005 (Lorraine) |