

# Consent to participate in online activities

It is advisable to provide a comprehensive description of the online program, activity or event to enable a parent, guardian or carer to discuss the nature and requirements of the program, activity or event with the child or young person and provide informed consent.

Consent forms may include the following information:

- description of the online program, activity or event
- recommended age range of participants e.g. 5-12 years, 12-15 years
- parish online platform being utilised e.g. Parish Zoom account, Facebook etc.
- access arrangements e.g. login and password information
- date(s) and time(s)
- information that sets out how the parish seeks to create safety in this “online” environment” (e.g. email to parents with login information prior to the session, two leaders “online”, chat function disabled)
- information that assists children and young people to stay safe online e.g. appropriate attire, recommending that online video contact is conducted in an open and appropriate setting in the home such as the kitchen, living room rather than a bedroom, activity links are not with shared with non-group members, publicly or on social media.
- expectations regarding parental supervision e.g. “We ask that a parent is present or nearby during the session”.
- supervision arrangements – it is recommended that there are two program leaders online at all times and if this is not possible that another adult(s) is present to supervise the session with the designated program leader i.e. parents or carers may be rostered to be present/actively supervise
- communication arrangements e.g. group communication is permitted, no private communication to be exchanged between program leaders and children/young people without copying in a parent/guardian/carer
- about whether the session(s) will be recorded for parish archival or promotional purposes, how the recordings will be stored and how long they will be stored for.

Parent/guardian/carers permission forms must be obtained before children and young people are permitted to participate in parish activities.

Consent forms may also include an optional section for children and young people to provide consent, alongside permission from their parent(s), guardian(s) or carer(s).

Please note: It is permissible for parishes to establish online processes through email, event or webinar platforms (e.g. Eventbrite, Zoom) to enable parents to provide their consent “electronically”.

For additional guidance with regard to online safety for children and young people – please refer to:

[Information Sheet: Electronic Communication including Social Media](#)

[The eSafety Guide](#) produced by the eSafety Commissioner.

# Consent to participate in online activities

## Consent to participate template

Program, activity and event title	
<p><i>Insert program, activity and event information as per the guidance notes above</i></p>	
Child or young person's details	
Last name	
First name	
Date of birth	/                      / (day/month/year)
Age	
Gender	
Email address Mobile number	<p><b>Please note: For primary school aged children and under – all communication between the parish and the child should take place through parental, guardian or carer communication channels e.g. email or mobile phone.</b></p> <p><b>For secondary school aged young people - all communication should be directed to the entire group information and/or communication directed to an individual young person should copy in parents/guardians/carers and/or program leaders.</b></p>
Does the child or young person identify as Aboriginal or Torres Strait Islander? (Optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child or young person from a culturally and linguistically diverse background? (Optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', what language(s) are spoken at home?
Does the child or young person have a disability or additional support needs e.g. medical?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide information in relation to your child's health and/or additional support needs?

# Consent to participate in online activities

## Parent, guardian or carer contact information

Parent/Guardian/Carer 1	
Last name	
First name	
Address	
Telephone	Home:
	Work:
	Mobile:
Email address	
Parent/Guardian/Carer 2	
Last name	
First name	
Address	
Telephone	Home:
	Work:
	Mobile:
Email address	

## Consent to participate

Parent or guardian or carer permission
<p>I ..... [parent/guardian/carer's name] consent to my child ..... [child/young person's name] attending ..... [name of the program/event/activity] from ..... [insert start time/date] to ..... [insert end time/date].</p> <p>I.....[parent/guardian/carer's name] acknowledge that all program communication will be directed to my email address or mobile phone number.</p> <p><b>Optional:</b></p> <p>I ..... [parent/guardian/carer's name] consent to my child ..... [child/young person's name] being recorded..... and for the recording to be utilised for parish archival or promotional activities for a period of .....</p>

# Consent to participate in online activities

Signature of parent/guardian/carer: .....

Name of parent/guardian/carer: .....

Address: .....

Home phone: ..... Mobile phone: .....

Email: .....

Date: .....

## Child or young person's consent to participate (Optional)

I.....[*child/young person's name*] consent to participate in .....

Signature of child/young person: .....

Name of child/young person: .....

Date: .....



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

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