

## Consent form for use in videoconferencing

Child's  
Name

Our parish's First Holy Communion programme will be run on Zoom. In order to do this, we need to be sure you are clear on how this 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 Our Lady Queen of Heaven Church, Frimley

These meetings will start on (date)

TBC

The online platform that we will be using is (name of platform)

Zoom

They will take place on (day)

TBC

Starting at (time)

TBC

Finishing at (time)

TBC

### 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 if the First Holy Communion programme was taking place in our church hall pre-pandemic, 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 (ie 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 (ie 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.

In signing this you are confirming that (please mark 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 virtual meetings.
- you give photo and video consent for your child.

Signature

Parent/Carer

Name of child

If you have another child who would also like to join in with the video calls, let us know below. Please bear in mind that content will be age appropriate and directed at the child that belongs to the parish group.

Name of child

Age

**Please fill in all relevant sections of this form and return to [frimley@abdiocese.org.uk](mailto:frimley@abdiocese.org.uk) by Wednesday 31<sup>st</sup> July 2024 at the latest**

For ease, return 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.

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.

### **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. 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 [www.abdiocese.org.uk](http://www.abdiocese.org.uk)*