

TRANSFORM

BUILDING A BETTER FUTURE

Consent form for under 18 year olds to participate in online platforms such as Zoom/Google Classroom etc.

Young persons name: *

First Name

Last Name

Young persons date of birth: * (DD/MM/YYYY)

DD

MM

YYYY

Young persons mobile number: *

Young persons email (if have): *

Email

Parent/Guardian name: *

First Name


Last Name

Parent/Guardian mobile number: *

Parent/Guardian email: *

Email

Relationship to young person: *

During the current Social Isolation restrictions, we recognise that the way in which youth work is delivered will have to change, on that basis we will be seeking to engage young people using a variety of platforms which we believe will provide safe and secure alternatives to direct delivery of programmes.  Powered by WaiverElectronic (<https://www.waiverelectronic.com>)

At Youth Link: NI (Transform) we will be using Zoom/Google Classroom etc as a means of bringing young people together in an online setting.

Below is an overview of Zoom software and the policy we have developed regarding its implementation.

About Zoom

- Zoom is the leader in modern video communications, with easy, video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, and telephones.
- This is not a platform whereby young people can meet new friends and or interact with strangers. This is not a social media site.
- Meetings are hosted and supervised by Youth Link: NI (Transform) Staff.
- Young people's personal details, eg photos, contact details, status, relationships, friends are not publicly viewable.
- People can only connect to our sessions if they receive a personal invite. Should anyone who gain access that is not a member or our club, or authorised by our club they will be blocked by the host.
- We do not need young peoples phone numbers or email addresses to connect with them on Zoom, however we do need a reliable means of getting the invitation link to them, therefore access to phone numbers of the young people would assist this process. Alternative means will be sought if this is not possible. Phone numbers are not shared with other guests on Zoom, only the host (staff member) will have these.

Guidelines for using video conference calling with young people under 18 years old.

What YOUNG PEOPLE must do:

- Have permission to take part in video conferencing with Youth Link: NI (Transform) staff from a Parent/Guardian, this will occur by a Parent/Guardian completing this online consent form.
- Be willing to be an active participant within the activities.
- Be appropriately dressed (E.G. in a way you would attend a session in the centre) to take part in any online sessions/activities.
- Where possible, try to join the call from a common area of the house e.g. Kitchen Table.
- Inform all others in the house that you are commencing a video call.
- Be respectful and mindful of those around you.

What YOUNG PEOPLE must not do:

- Be abusive to staff or other members participating.
- Disrupt any of the sessions.
- Invite your friends without permission from the facilitator.

What YOUTH LEADERS will do:

- Ensure all sessions are hosted by at least 2 staff.

- Where possible, sessions will include a male & female staff member.
- Sessions will only start and will end, when the youth leader host activates, supervises and then terminates the session.
- Only permit those with consent to attend.
- Exclude any young person who are not fulfilling their commitment as laid out above.
- Record and report on any Safeguarding concerns in the same way they would with any youth work session.
- Be appropriately dressed (E.G. in a way you would attend a session in the centre) to take part in any online sessions/activities.
- Where possible, try to join the call from a common area of the house e.g. Kitchen Table.
- Inform all others in the house that you are commencing a video call.
- Be respectful and mindful of those around you.

One to One support:

In the event that a young person needs one to one support, like Mentoring or Personal Advice, Youth Link: NI (Transform) staff will either:

- Ensure a video and audio recording of the call is made (using built in Zoom software).
- Provide an observer, who will supervise the call live, with audio and video, but will not be a contributor to the conversation.

All participants of the call will be made fully aware of this in advance and reminded of this again at the start and end of the conversation.

Recordings of calls will be reviewed by a supervisor and stored on a secure hard drive.

All of the above criteria will also apply to one to one support.

Sessions may be recorded for the purposes of OCN qualification and these recordings may be viewed by Managers and / or IQA (Internal Quality Assurance), for verification purposes; also your young persons image will be available to others in the group when online (unless they choose to disable their camera).

The above policy is in addition and complimentary to all of the existing policies of Youth Link: NI (Transform) which are available upon request.

If you have any further questions, do not hesitate to contact a Youth Link: NI (Transform) Staff member.

By checking this box, I understand all my data included on this form will be stored appropriately in accordance with GDPR guidelines. *

By checking this box, I agree that I have read the above and give my consent for my young person to take part in Youth Work activities via the online platforms mentioned i.e. Zoom/Google Classroom. *

Parent/Guardian Signature: *

Click to sign

Parent/Guardian Print Name: *

Signature Date: *

MM

DD

YYYY

Set Today

Submit