



LIVE ONLINE ENGAGEMENT

PARTICIPANT APPLICATION FORM 2020

At Edmund Rice Community & Refugee Services (ERCRC), we want to make sure that we continue to remain connected as a community and continue to support one another during these challenging times. Therefore, we are seeking to continue engaging with our community and continue our great work by taking the opportunity to host live online sessions.

This application form is to be completed by a parent/guardian that is seeking to have a child engage in live online sessions with staff or volunteers of ERCRC. If you require further information about the type of live online session we are hosting please contact us directly on: **Emily 0435 235 253**

Anthony 0402 704 757

CHILD DETAILS

FULL NAME: _____ DATE OF BIRTH: _____

MALE / FEMALE / OTHER: _____

SCHOOL: _____ GRADE: _____

CULTURAL BACKGROUND: _____

LANGUAGES SPOKEN AT HOME: _____

IF CHILD NOT BORN IN AUSTRALIA, YEAR OF ARRIVAL IN AUSTRALIA: _____

PARENT DETAILS

FULL NAME: _____ RELATIONSHIP TO CHILD: _____

ADDRESS: _____ POST CODE: _____

STATE: _____

EMAIL ADDRESS: _____

MOBILE: _____ HOME: _____

EMERGENCY CONTACT DETAILS

FULL NAME: _____ RELATIONSHIP TO CHILD: _____

MOBILE: _____ HOME: _____

INTERPRETER REQUIRED: YES NO LANGUAGE: _____

BEHAVIOUR

When children are engaging in a live online session, they are expected to behave in the same manner as if they were at a Homework Club/Tutoring Program. This means that they are still expected to act respectfully and politely towards any other participant, volunteer, staff member or any other individual engaging in the live online session.

While we want to support all children and young people to engage within ERCRS Programs, our first priority is to ensure it is a safe environment for all. It is important that any reasonable directives given by staff are adhered to and that you, and the child, understand that any disrespectful or offensive behaviour will not be tolerated. If there are concerns regarding behaviour a child may be suspended or banned from engaging in any future live online sessions.

1. Expectations of behaviour

In relation to engaging in live online sessions, all children/adults must:

- (a) comply with all reasonable directions provided by ERCRS staff or volunteers;
- (b) not engage in disruptive behaviour when participating in online lessons;
- (c) be properly clothed in appropriate attire as what would be accepted by a school;
- (d) be in an appropriate location (e.g. students should be seated at a table, not lying on their bed); and
- (e) ensure that there is no inappropriate background or material present in the video.

2. Prohibited Behaviour

All children/adults must **not** engage in the following behaviour:

- a. any form of cyberbullying, harassment or discrimination;
- b. distribute inappropriate, sexual or graphic material;
- c. engage in any form of inappropriate behaviour;
- d. use the live online session for any act which could be a breach of law;
- e. share confidential links (e.g. sharing a link to live online session);
- f. record or take photos of any online communication, video, lesson or recording, including screenshots; and,
- g. conduct themselves in a manner that is not in accordance with our values or that which causes harm to another individual.

SUPERVISION

While all live online sessions will be conducted with a staff member present, there may be occasions where, within the session, a child enters a separate virtual room with other participants and volunteers. At these times, there will always be a minimum of two volunteers. This is standard practice that we would engage in during any other Homework Club/Tutoring Programs and this practice will continue to remain in place online. During these times, staff can 'enter' and 'exit' these virtual rooms to monitor and support engagement.

Despite taking all necessary precautions to ensure that live online sessions are safe and secure, it is important that all individuals under the age of 18, have an adult supervising and supporting them during these live online sessions.

ENVIRONMENT

When a child is participating in a live online session, their environment, wherever possible, should support their learning. This means that a quiet space free of distractions would be best; however, in saying this we acknowledge the reality of current impacts on home life and appreciate if this is not a possibility. In this instance headphones could be considered.

It is important that the environment also does not contain any inappropriate content (eg. images, items or objects). If there is any inappropriate content visible on the screen, the child may be suspended from the program until the staff member can confirm the inappropriate content has been removed. It is recommended that the child is seated in front of a blank background (eg. wall, curtain, blind etc.).

PERMISSION

BY SIGNING THIS FORM BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE INFORMATION CONTAINED WITHIN THIS DOCUMENT AND I GIVE PERMISSION FOR _____ TO PARTICIPATE IN LIVE ONLINE SESSIONS HOSTED BY EDMUND RICE COMMUNITY & REFUGEE SERVICES.

I ACKNOWLEDGE THAT I HAVE CONVEYED THE INFORMATION WITHIN THIS DOCUMENT TO THE CHILD WHO WILL BE PARTICIPATING IN THE SESSIONS AND FEEL THEY UNDERSTAND THE EXPECTATIONS OF BEHAVIOUR.

I UNDERSTAND THAT WHILE THEY ARE TAKING ALL KNOWN AND NECESSARY PRECAUTIONS TO ENSURE THIS IS A SAFE ONLINE ENVIRONMENT, AS ALWAYS, THEY ARE NOT ABLE TO DETERMINE THE ACTIONS OF OTHERS. WHILE THERE ARE SEVERAL SAFETY MEASURES IN PLACE, THEY REQUIRE ME TO SUPPORT AND OVERSEE THIS CULTURE OF ONLINE SAFETY. I AGREE TO SUPPORT ONLINE LIVE SESSIONS TO BE A SAFE ENVIRONMENT AND UNDERSTAND MY ROLE IN THIS.

NAME: _____ DATE: _____

SIGNED: _____