**Important Information:**

* Before engaging with children and young people via Zoom, Parish Priest’s should consider the appropriateness and relevance of the interaction that will be taking place *e.g. is a Zoom meeting appropriate to convey the information to children and young people of this parish?*
* The organiser of the Zoom meeting will also need to consider the age of children and young people participating *e.g. is Zoom the best method of communication considering the age of the participants?*
* A Risk Assessment should be completed to support projects that involve using Zoom as a method of communication to children and young people. When completing the Risk Assessment please ensure it is signed by the Parish Priest before undertaking the Zoom communication.
* Online communication must comply with the Diocese Safeguarding Policy and Protocols. Safeguarding Policy and Protocols can be found on the Diocese Website.

**Guidance:**

* This template consent form is to be provided to the parent/guardian of the child or young person before communicating with them using Zoom.
* Parents/guardians must return this consent form before any communication can commence with their child.
* This template consent form can be provided to parent/guardians as an original hard copy form or can transformed into an online form. Which ever method the parish chooses, parent/guardians are to receive an acknowledgement via email and phone call from the organiser of the Zoom call that the consent form has been received and to notify them that they are to briefly appear at the start of the Zoom call.

**Template Consent Form: Insert church letterhead**

**(Church name and Ministry name) engaging in online communication with children and young people via Zoom**

**Permission to participate in online communication with children and young people via Zoom.**

**(Ministry name here)** has chosen to communicate with children and young people on Zoom,for the purpose of **(activity name here)**.

This online communication will be conducted on **(Date and time)** for up to 40 minutes via a church owned account with Zoom. There will betwo trained Diocesan workers present at all times during the communication with children and young people. Parents/guardians are kindly asked to briefly appear at the start of the Zoom call to acknowledge the communication that will be taking place.

**Parent/Guardian please complete the following information:**

**Name(s) of child/young person:**

**Name of parent/guardian:**

**Permission:**

[] I give permission for my child(ren) to participate in the online Zoom communication run by **(Church name and Ministry name here)** on **(enter dates and times)**

[] I do not give permission for my child(ren) to participate in the online Zoom communication run by **(Church name and Ministry name here)** on **(enter dates and times)**

**Acknowledgement**

[] I acknowledge that I will appear at the start of the Zoom call organised by **(Church name and Ministry name here)** on **(enter dates and times)**

**Contact details for providing information about online communication**

*Please read the following:*

* *Information for the online communication with children and young people will be provided to the parent/guardians.*
* *Parents/guardians will receive an email from* **(Organiser name)** *to confirm receipt of consent form and will also receive a phone call from* **(Organiser name)** *to confirm Zoom details.*

**Parent/guardian email:**

**Parent/guardian mobile number:**

**Parent/guardian full name:**

**Parent/guardian signature:**

**Date:**

**Parish Office use only:**

Date consent form was received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date email confirmation was sent to parent/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date phone call was made to parent/guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_