

**Video Conferencing with children – Parent/ Carer Consent**

In these extraordinary times, you may want to consider virtual meetups with your children’s group. This document has been written for those working with children from age 5 upwards in primary school to the end of Year 6.  This should be ***only*** used alongside the full guidance on best practice for video conferencing with children document which is available on the diocesan website <https://www.manchester.anglican.org/documents/social-media-and-video-conferencing-children/>

Alongside this document, please refer to the guidelines for using Social Media (Section 12) in the Parish Safeguarding Handbook which as a diocese we are using as our Safeguarding Policy. Follow this link to the handbook [https://www.churchofengland.org/sites/default/files/201910/ParishSafeGuardingHandBookAugust2019Web.pdf](https://www.churchofengland.org/sites/default/files/201910/ParishSafeGuardingHandBookAugust2019Web.pdf%20)

You need parental consent so set up an email which explains full details of ie what you are doing, the date and time of the video conference session, which children’s leaders are participating and what you roughly will be doing. Make it clear to the parent/ carer that they have to be present at all times during the session with the children, they need to make themselves seen at the beginning and end of the session. They can then go into the background, but you need to know they are there and they need to know what responsibility they have as the adult who is present. Send this information to the parents/carers email address to ensure parents/carers are aware that it is happening and can set up the children to access the session. Ask for a reply as a form of consent and keep these emails in a separate folder. A sample consent form can be found below.

Please get in touch with any further questions or issues and I will endeavour to assist or point you to someone who can. Please email karenbeal@manchester.anglican.org

*(church logo)*

**PARENTAL CONSENT FORM – Video Conferencing**

Event: Details of the event

Dates: State times and days

Venue: Online

Leader(s) in charge: Name at least 2 leaders who will be present for each online gathering

Details of Child

NAME……………………………………………………………………………….………………………………………………….

ADDRESS………………………………………………………………………………………………………………………………..

……………………………………………………………………………… POSTCODE …………………………………

HOME TEL NO……………………………………………………………………………………………………………………..

AGE……………………………………………………… DATE OF BIRTH ………………………………………………

Parental Consent and Authorisation

I give consent for the child named to participate in the above mentioned activity. I have read and acknowledge the need to abide by the guidelines for parents and children.

SIGNATURE …………………………………………………………………. DATE ………………………………………

NAME ………………………………………………………………………………………………………………………………….

PARENT’S EMAIL ……………………………………………………………………………………………………………………

In line with GDPR the data you provide on this form will be stored securely for a period of one year from the date of signature, after which it will be destroyed. It will not be passed to any third parties without your expressed consent, except in a medical emergency or where lawfully requested by police.

**Guidelines for Children and parents involved**

* An adult must be present in the room with the child/ren at all times, available to help them with the technology, seen at the beginning and end of the session so leaders are aware they are there and can be out of view during the session.
* The child/ren must always be in a daytime family room when participating in the session, not in a bedroom or visiting other rooms in the house with a mobile device.
* The child/ren and adults must always be in daytime clothes
* Video may be turned off and the session accessed via audio only.
* Please try to keep your microphone muted as much as possible during the session. We know that the child/ren will be excited and that many (but not all) will want a chance to speak, so we will be practising good turn taking.