



## Online Child Safety Policy (for parents)

*Whether online or in person, our usual Story Factory child safety policies apply. You can find these on our website or email [info@storyfactory.org.au](mailto:info@storyfactory.org.au). In addition, to help keep young people safe online we will follow the policies outlined below.*

We must receive an online permission form by a parent for any student under the age of 16 to participate in a Zoom session. We will keep parents involved in any communication with the students. Students aged 16 and over must complete an enrolment form.

Students will be given the option of being on camera or not, and being on audio or not. It would be expected they would engage in the workshop in some way, even if this is just via the chat box, so as to get the most out of the program. However, to verify the student's identity, we ask that students say hello on camera at the start of each workshop - after that they can decide to keep their camera on or not.

We ask students to be mindful of their privacy when online, and to be mindful of what's in the background when their camera is on. We suggest students ensure the background does not reveal anything they would prefer to keep private; if there are blank walls in the house, students should consider using them as a background to protect their privacy. A virtual background could also be used if software supports this.

Story Factory may record Zoom sessions for safety reasons. You will know if the session is being recorded by the consistent appearance of a "Recording" notice in the top left corner of the screen. If you are unsure, you can ask the Story Factory staff online. These recordings will be deleted at the end of the program.

Story Factory will always have at least two staff in every session for child safety purposes. At no time will a single student be online with a single staff member .

If a student or any participant shares inappropriate images or performs in an inappropriate way in a Zoom session, Story Factory staff will immediately disconnect their video and audio and remove them from the session, and may need to make a formal report to the relevant child safety authority.

If you have any concerns or questions about the Zoom sessions, you can email Story Factory on [info@storyfactory.org.au](mailto:info@storyfactory.org.au) at any time, and we will be quick to respond.