

# Bukjeh

**Child Safety Online Plan**

## Child Safety Online Plan

\*refers to children and young people under the age of 18 years

### **Working with Children Check:**

The Consultant ( ALL persons working on this project) must provide proof of a valid Working With Children Check card or Notice of Assessment issued by the Department of Justice Victoria under the Working with Children Act 2005 to the Bukjeh Producer a minimum of 2 weeks prior to commencement.

### **Reporting suspected child abuse:**

Please note: If The Consultant has reasonable belief that child sexual abuse has occurred or if a child has disclosed abuse or if there has been an allegation / observation, the consultant is obliged by law to report it to Police. The Consultant must report to Bukjeh producer if they have reasonable belief that any kind of child abuse has occurred as part of the Bukjeh online program.

More information can be found at

<http://www.cyp.vic.gov.au/child-safe-standards/index.htm>

As part of Bukjeh's child safety procedures, The Consultant must always have a Bukjeh staff member present alongside them when working with children as part of the Bukjeh program.

### **Young people using Zoom**

Consent to participate in online programs must be obtained using the relevant registration form either from the young person, or if under 16, their parent or guardian. This includes appropriate information about how the young person's data is used.

## **All online workshops will have the following consent statement for parents/carers to approve.**

**By allowing my child to participate in this workshop, I understand and agree to the following:**

- My child will be treated fairly and respectfully and will be kept safe at all times.
- It is ok for my child to leave at any time and they do not need to give a reason.
- The workshop will be run live via the Zoom platform.
- The workshop will not be recorded or photographed.
- All live online workshop sessions are secure, private zoom sessions for registered participants only.
- Each artist delivering the workshop has a Working with Children's Check.
- Each workshop will have a moderator present to look after the chat and ensure the

## **Procedures to host a safe online workshop with children**

- If possible, use a Zoom licensed account. Some of these recommendations can only occur with a licensed account
- Refrain from placing Zoom link with details on a public platform
- Advise participants prior to the meeting that the camera will allow other participants to see into their home- encourage them to remove any identifying items and a neutral background
- Set a password for meetings
- Disable 'join before host' function and have guests wait in waiting room
- If it's a registered event, cross check registration contact details with Zoom details (although in some cases they may be different)
- Recommendation to have a facilitator alongside a tech support person who can monitor the online environment.
- If someone does join the meeting who you realise shouldn't be on there, immediately take them to a break out room and remove them for the meeting.
- Disable local record function in settings to ensure guests cannot record. If host is recording, obtain consent from guests

- Disable share screen for guests (host can enable during the meeting, if required)
- Disable private chatting function
- Disable allow removed participants to re-join
- Disable allow participants to rename themselves
- Disable file transfer between participants
- Disable staff member email alerts and other notifications
- When it is a requirement that more than two people are in a breakout room together, for example, when a participant goes into a breakout room with an artist, another participant or staff member must accompany them.
- Avoid 1 to 1 interaction with children and young people on audio or video if possible. Avoid private messaging.
- Enable virtual background for participants – advise participants prior to the workshop that the camera will allow other participants to see into their home, so they may wish to have a non-identifying, neutral background or choose to use virtual background
- If sharing photos of young people ensure photo consent is received and verbally remind them that they are not to voice record, video record, photograph or screen shot any part of the online workshop
- Facilitators of online workshop required to present a copy of current WWCC

## **Additional safety recommendations to be communicated to all consultants**

1. Complete a risk assessment to understand staff and child safe risks
2. Set clear expectations around behaviour for guests and staff
3. Continue to be aware of Bukjeh child safety reporting
4. Report any child safe concerns to relevant authorities or to the Child Safe Coordinator
5. Build online safety into regular communications
6. Receive feedback from children and young people regularly
7. Where appropriate provide guidance to parents