

## E-Safety Guide for Administrators & Officials



### Guide for Sporting Organisations - Online Training Delivery for Children & Young People

#### CONSENT - DO:

- (a) **Obtain written permission** (e.g: by email) for the child or young person (**CYP**) to participate in online training directly **from their parent/guardian and retain on file**.
- (b) Advise the CYP and their parents that a **parent/guardian [must (recommended)/should be in the room for training sessions]** [where possible]].
- (c) **Provide parents/guardians with the name of the person leading the training** session and his/her credentials, including currency of his/her Working with Children Check.

#### DON'T:

- (d) **Rely on a CYP advising you that their parent/guardian has granted permission.**
- (e) Engage in any form of communication a parent/guardian has not given **express permission** for their CYP to participate in or is unscheduled.
- (f) **Publish recordings of CYP** to social media channels without express written parent/guardian consent.

### COMMUNICATION/PRESENTATION

#### DO:

- (a) Limit online communication to **issues directly related to delivering online training**, such as advising the time of a session or, when conducting the session, to explaining drills and providing instruction.
- (b) **Copy all communications to a child's parent/guardian** [where possible].
- (c) Ensure all training sessions are led by a person engaged by your club with a current **Working with Children Check**, which you have on file.
- (d) Clearly **communicate expectations to CYP and their parents/guardians**. E.g. who is leading the session, what sessions consist of, what equipment or space will be needed.
- (e) Ensure that **appropriate security features** are being used for video calls. E.g.:
  - lock online forums so that they can only be accessed using a password that has been distributed via email to participating players.
  - Disable the record function.
  - Set platform settings to use one-way interaction where possible (e.g., CYP can see you but you can't see them).

- (f) Make sure all **presenters know how to apply platform security and privacy settings** to online classes or sessions. Adults should know how to prevent uninvited attendees accessing online sessions, how to block video, audio or chat functions, and how to avoid exposing personal information.
- (g) Encourage presenters to practice the session before running it.
- (h) Use **organisation/club accounts** for coaches to use (e.g. Zoom) as opposed to personal accounts.
- (i) Ensure that a presenter's **physical location is in a common area** such as living rooms, rather than private spaces (e.g. bedrooms). Use virtual backgrounds if required.
- (j) **Keep communication professional and avoid using emojis** to CYP in electronic chat functions in case they are misinterpreted.
- (k) If needing to share something on screen, **share individual applications rather than your entire screen**.
- (l) **Disable email alerts and other notifications** whilst presenting.
- (m) Ensure that **presentation material to CYP is reviewed** by another official or more senior person in your organisation or club where possible.
- (n) Try to make sure that there are **at least two officials/club or organisation representatives** on each online forum. This also allows one official/representative to **monitor the chat function** and/or questions during the forum and ensure that it is appropriate.
- (o) **Keep to the allocated times** for the online forum.

### DON'T:

- (a) **Add as a friend, accept friend requests from, follow or engage with CYP** on social media, video-conferencing or gaming platforms or via other communication channels outside of training.
- (b) **Communicate** with CYP using chat rooms, social networking sites, game sites or instant messaging **from personal profiles or accounts**.
- (c) **Engage in one-on-one sessions or communications** with CYP. All communications should be with the team or group as a whole.
- (d) Use any communications to **promote unauthorised 'social' activity or to arrange unauthorised contact**.
- (e) **Communicate anything** (verbally, in writing or via images or footage) that a reasonable observer could view as being of a **sexual or inappropriate nature**, or which **suggests the use of tobacco, alcohol or prohibited drugs**.
- (f) Allow CYP to **share their screens or other files** during/using the online forum.
- (g) Request a CYP to **keep a communication secret** from their parents.
- (h) **Require attendance** at online training – if a CYP does not wish to participate or their parent/guardian does not consent, that is the individual choice and they should not be discriminated against or excluded on that basis.
- (i) **Record training sessions** unless express and informed consent has been given by the CYP's parent/guardian for a specified organisation/club-approved purpose (e.g. for posting on the organisation/club's official social media channels, with consent). Any recordings should be deleted once the purpose has been expended.  
**Note:** If a CYP decides not to participate or their parent/guardian does not consent to their participation in video training, consider sending a training program with the drills and exercises from each session so that the CYP can continue to train at home.

### Health and Safety:

- (a) Ensure that the online training is conducted in a safe outdoor or indoor area that is free of hazards.
- (b) Wear suitable and **appropriate clothing and footwear**.

Note: Inappropriate clothing/footwear or a training area that is not clear of hazards may affect insurance.

### Compliance:

- (a) Abide by applicable **Netball codes of conduct**.
- (b) Abide by **rules issued by the government** in relation to social distancing.
- (c) Consider random online training 'spot checks' or regular moderation to ensure that they are safe.
- (d) Remind participants that the **standard netball policies** will apply to these sessions and participants are expected to behave appropriately and treat their fellow participants and club staff accordingly.
- (e) **Report any inappropriate behaviour** of CYP or presenters of online forums to the relevant senior person within your Association, League or Club.

### Responding to eSafety concerns

The Office of eSafety provides support for children and young people to [report online abuse](#):

- **Cyberbullying**: eSafety can help remove material that seriously threatens, intimidates, harasses or humiliates a child or young person under 18. eSafety also works with parents, schools and police to stop further cyberbullying.
- **Image-based abuse**: if someone shares or threatens to share an intimate image or video of a person without their consent, eSafety can help to have it removed. In some cases, we can also impose civil penalties against the abuser or the platform they used.

## Helpful Links & Resources

- [Below the Belt: Sex, Selfies & Cyberbullying](#) - A free Android app with info about laws on sex and consent, sexting and cyberbullying.
- [eSafety](#) - The Australian Government's eSafety site is designed to help empower you to be safe online.
- [ThinkUKnow](#) - Helpful site full of tips on how to stay in control on the web.
- [eHeadspace](#) - eheadsace is a confidential, free and secure space where young people 12 - 25 or their family can chat, email or speak on the phone with a qualified youth mental health professional.
- [Lifeline](#) - If you or someone you know need someone to talk to, for any reason, about anything, you can call Lifeline on 13 11 14 24 hours a day.
- [Kids Helpline - 1800 55 1800](#) - Kids Helpline is a free, 24-hour counselling service for young people aged 5-25 years. Counselling is offered by phone, email and over the web.
- [Tagged](#) - An Australian film about a group of high-school friends who post a rumour about a rival and spark a chain reaction that leaves no one untouched. Will these friends avoid being tagged forever?

*This document was developed utilising and adapting content from Vicsport Promoting Child Safe Resources and an Adaption of Football Victoria- Online Do's and Don'ts (2020). Information contained in this document is general in nature and should not be considered as a substitute for legal advice*