

E-Safety Guide for Committees & Volunteers



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.



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.