

## Online Communication Policy

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Keeping inline with the Australian Childhood Foundation Safeguarding considerations, all online communication between Chabad Youth staff/volunteers and children will follow the following guidelines.

### Parents:

Parents of children attending online Chabad Youth programs will have to sign an agreement that:

- a) Children will be dressed in appropriate clothing, including family members in the background.
- b) All online communications sessions will be in public areas
- c) A parent will be present for all online communication sessions.
- d) All Language must be professional and appropriate, including family members in the background.
- e) All communication will take place on the Parent mobile phone or a computer in a public area.

### Staff/Volunteers:

All Staff/Volunteers that are part of our online communication programs will be informed of our policies:

- a) Staff/volunteers will be dressed appropriately as per Chabad Youth protocol.
- b) All online communication with children, will be in public areas
- c) The parent of the child must be present for all online communication sessions.
- d) All Language spoken during sessions must be professional and appropriate.
- e) Online communication must take place on the Parents phone or a computer in a public area.

### Chabad Youth Coordinating staff will:

- a) Ensure all Online communication sessions are scheduled and documented.
- b) Ensure that where possible sessions should be recorded and filed.

### Chabad Youth

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- c) Ensure that where possible, session details will be sent to the Coordinator, and Coordinator will visit the session at intermittent intervals.
- d) Inform volunteers about specific children that may need extra attention.
- e) Remind volunteers to check in with children with whom they are having online communication, ensuring they are safe.
- f) Remind Volunteers to alert Chabad Youth staff if they have concerns about the safety of a child in their family environment.
- g) Remind Volunteers re mandatory reporting if they had concerns about the safety of a child in their family environment.

**Last reviewed: 25<sup>th</sup> March 2025    Date for next review: 25<sup>th</sup> March 2026**

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