



## Online Safety Policy

### 1. Mission Statement

Building resilience through connection by creating opportunities for children, families and teachers to learn within nature.

### 2. Vision

Through our programs, **Educated by Nature** (the Company) aims to increase the mental, emotional and physical health of children and in doing so, foster stewardship and a deep love for the natural environment.

- 🌿 Building the personal resilience of children, families and teachers through interaction within nature and community.
- 🌿 Safeguarding the health of our natural world, forming strong relationships through natural learning.
- 🌿 Revitalising community through childhood play, meeting instinctive needs for connection and childhood freedom.

### 3. Policy Scope

This policy applies to:

- 🌿 Staff (directors, permanent, temporary or casual employees)
- 🌿 Participants (parents/guardians, children, educators)

### 4. Policy Statement

**Educated by Nature** is a social enterprise with a mission to connect families and schools with nature in order to build individual, community and environmental resilience.

**Educated by Nature** is committed to respecting the safety of its clients (including children), potential clients, contractors, volunteers and staff through creating this policy and accompanying procedure for nature connection mentoring and education services provided online.

### 5. Version Control

| Version Number | Approval Date | Approved by | Amendment Details |
|----------------|---------------|-------------|-------------------|
| 1.0            | March 2020    | Directors   | Created           |
|                |               |             |                   |

## Privacy Policy

### 6. Convention: Third Party Webinar and Online Meeting providers

#### 6.1. Third parties Zoom and Calendly

**Educated by Nature** uses third party online software to receive bookings and payment for these bookings (Calendly) and to facilitate online meetings and webinars (Zoom).

The scheduling and booking software, Calendly, used for managing bookings and payment from parent/guardians and educators, collects and stores personal information according to their [Privacy Policy](#).

The online meeting software, Zoom, used for connecting with children, parent/guardians and educators online, collects and stores personal information according to their [Privacy Policy](#).

**Educated by Nature's** use of Zoom needs to be in accordance with Zoom's [Acceptable Use Policy](#), including (but not limited to):

*"Customers and End Users may not use the Services (of Zoom) to:*

- *(3.) Do anything that threatens, exploits or otherwise harms children.*
- *(12.) Harvest, collect, or gather user data without consent*
- *(14.) Violate the privacy of others or distribute confidential or personal information to others"*

#### 6.2. Educated by Nature's Responsibility of Online Protection

**Educated by Nature** takes seriously its obligations in protecting children while they are engaged in online sessions with **Educated by Nature**. We take all reasonable steps to protect children during online sessions including measures outlined in **Educated by Nature's Online Meeting with Children Procedure**.

#### 6.3. Communication of responsibilities of protection of children online

**Educated by Nature** will inform participants (parents/guardians of children) of their obligation to supervise the online access of their children and that sessions will be recorded.

Below is an excerpt from **Educated by Nature's** website *KIN Village Online - Digital connection opportunities for children*:

*"Please note that recording of these sessions will be taken for quality and training purposes. Photos and videos of children's work, children interacting online and mentors leading sessions will be taken and used for marketing purposes online, including on social media. By booking into one of these sessions you are accepting these conditions and giving permission for recording and publishing of your child/ren's image and work."*

Text from **Educated by Nature's** confirmation email sent to participants through Calendly automations includes:

*"Help keep your child/ren protected while online. Even though we are facilitating the session, it is still your responsibility as the parent/guardian to supervise your child/ren's online access. We recommend that you lock the screen on Zoom if you are using a smartphone or tablet. By booking*

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into one of these sessions you give your child permission to be online and accept responsibility for online supervision.

Please note that recording of these sessions will be taken for quality and training purposes. Photos and videos of children's work, children interacting online and mentors leading sessions will be taken and used for marketing purposes online, including on social media. By booking into one of these sessions you are accepting and giving permission for recording and publishing of your child/ren's image and work."

### 7. Related

#### Related Documents

- 🌱 Child Protection and Wellbeing Policy
- 🌱 Privacy Policy
- 🌱 Online Meeting with Children Procedure
- 🌱 Code of Conduct
- 🌱 Risk Management OHS Policy

#### Authority

- 🌱 Privacy Act 1988 <https://www.comlaw.gov.au/Details/C2014C00076>
- 🌱 Australian Information Commissioner <http://www.oaic.gov.au/>
- 🌱 Australian eSafety Commissioner <http://www.esafety.gov.au>

#### Resources

- 🌱 Calendly Privacy Policy <https://calendly.com/pages/privacy>
- 🌱 Zoom Privacy Policy <https://zoom.us/privacy>
- 🌱 Zoom Acceptable Use Policy <https://zoom.us/reasonableusepolicy>
- 🌱 eSafety Online toolkits <https://www.esafety.gov.au/parents>
- 🌱 Department of Education WA: Students Online in Public Schools Policy <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/students-online-in-public-schools-policy.en?cat-id=3457100>

#### Support Services

- 🌱 Counselling and Support Services <https://www.esafety.gov.au/about-us/counselling-support-services>
- 🌱 To make a Privacy Breach Complaint <https://www.oaic.gov.au/privacy/privacy-complaints/>
- 🌱 To report Cyberbullying, Image-Based Abuse or Illegal and Harmful Content <https://www.esafety.gov.au/report>