



**Frequently Asked Questions (FAQ) Regarding the Forms:
Parent/Guardian Consent and Liability Waiver, and
Parent/Guardian Consent and Liability Waiver for Virtual Meetings**

Preamble

The Diocese of London recognizes the incredible efforts of our parish teams to pivot their ministry to serve our young people and families in our current situation and we recognize that much of this ministry is being done online. With this in mind, we have revised the Parent/Guardian Consent and Liability Waiver as a tool to support and protect vulnerable persons, and the clergy, staff and volunteers that minister to them, via electronic gatherings which include video conferencing, and social media platforms.

Two new forms have been generated to maintain the language for these circumstances while enhancing the language and permissions associated with online ministry. The **Parent/Guardian Consent Form and Liability Waiver** apply to in-person gatherings and virtual meetings. The **Parent/Guardian Consent Form and Liability Waiver for Virtual Meetings** apply to virtual meetings only. Please use the appropriate Form.

What is the Parent/Guardian Consent and Liability Waiver?

This form discloses all event details and possible risks of an activity or event to support parents and/or legal guardians in making an informed decision about their child's participation in activities or events, hosted in-person and/or via electronic gathering platforms hosted by the Diocese of London, its parishes, and/or organizations. This form is to be completed by the parents and/or legal guardians of minors (someone less than 18 years of age) before their child is permitted to participate in any such activity or events. It is recommended that parents and/or legal guardians keep a copy of the Parent/Guardian Consent and Liability Waiver and contact the Event Host regards any questions they may have, or in case of emergency.

This Form must be used for in-person activities and/or events, and for activities and/or events that combine in-person and virtual gatherings.

What is the Parent/Guardian Consent and Liability Waiver for Virtual Meetings?

This form discloses all event details and possible risks of a virtual meeting, including video conferencing and social media platforms, to support parents and/or legal guardians in making an informed decision about their child's participation in electronic gathering platforms hosted by the Diocese of London, its parishes, and/or organizations. This form is to be completed by the parents and/or legal guardians of minors (someone less than 18 years of age) before their child is permitted to participate in any such activity or events. It is recommended that parents and/or legal guardians keep a copy of the Parent/Guardian Consent and Liability Waiver for Virtual meetings and contact the Event Host regards any questions they may have, or in case of emergency. This Form must be used for virtual gatherings.

Why is it important that parents and/or legal guardians complete the Parent/Guardian Consent and Liability Waiver, or Parent/Guardian Consent and Liability Waiver for Virtual Meetings Form(s)?

To ensure the safety of vulnerable people in our faith community(ies) to whom we minister; and to protect employees and volunteers of the Diocese of London, its parishes, and/or organizations who minister to vulnerable people.



How many Parent/Guardian Consent and Liability Waiver Forms is a parent and/or legal guardian of multiple children required to complete?

One Parent//Guardian Consent and Liability Waiver is required for each child under the age of majority (someone less than 18 years of age), per calendar year. These forms are particular to each parish and/or Family of Parishes. An additional form may be requested when a child attends an activity and/or event that lays outside of the region of the initial Parent/Guardian Consent & Liability Waiver.

When is the Parent/Guardian Consent and Liability Waiver for Virtual Meetings alone sufficient?

The Parent/Guardian Consent and Liability Waiver for Virtual Meetings is sufficient for activities and/or events that will be facilitated completely electronically via video conferencing and/or social media platforms. If the activity and/or event may include any in-person gatherings, the Parent/Guardian Consent and Liability Waiver must be used instead.

Why do the Parent/Guardian Consent and Liability Waiver, and Parent/Guardian Consent and Liability Waiver for Virtual Meetings, include a Media Release?

Photos and/or videos of activities and events that include participants may be captured for archival, historical, and/or promotional purposes when parents and/or legal guardians agree that their child's photo may be taken, and/or that their child may be video recorded. The Event Host is responsible for giving people fair warning that their image may be taken by posting signage. Please consult the Diocese of London's Communications Office for signage.

Employees and volunteers of the Diocese of London, its parishes, and/or organizations are responsible for making reasonable efforts not to identify participants by name in photos and/or video recordings. This may include: refraining from tagging participants in photos and video recordings on social media platforms; blacking-out participant's names from screen shots of video conferencing calls; etc.

What if a parent and/or legal guardian does not consent to their child's photo being taken, and/or their child being video recorded?

When a parent and/or legal guardian indicates that they do not want their child's photo to be taken, or for their child to be video recorded, employees and volunteers of the Diocese of London, its parishes, and/or organizations should make reasonable efforts not to capture these children in activities and/or event photos or videos. The parent's and/or legal guardian's decision must be recorded on the child's Parent/Guardian Consent and Liability Waiver, and/or Parent/Guardian Consent and Liability Waiver for Virtual Meetings. Should a child's image be captured, despite reasonable efforts to avoid this, the best practice is not to keep or use photos and/or videos which include the child.

Can the Parent/Guardian Consent and Liability Waiver be completed electronically?

Yes, the Parent/Guardian Consent and Liability Waiver is a fillable PDF form that can be completed and signed electronically, only according to this process:

1. Event Hosts are responsible for including the following details on the Parent/Guardian Consent and Liability Waiver: Name of Event; Event Date; Host Parish information; Method of Contact section; Event Details.
2. Advertisements about activities and/or events should indicate that a Parent/Guardian Consent and Liability Waiver can be requested by parents' and/or legal guardians', via emailing the Event Host.



3. Upon receipt of the parents' and/or legal guardians' email, the Event Host will reply to the contact e-mail address with an attached Parent/Guardian Consent & Liability Waiver, and instruction to return the completed Parent/Guardian Consent and Liability Waiver via email.
4. Upon receipt of the completed Parent/Guardian Consent and Liability Waiver, via email, the Event Host is responsible for phoning the parents and/or legal guardians to verify their consent.
5. The Parent/Guardian Consent and Liability Waiver is to be confidentially stored for 15 years with parish financial records, and destroyed at the appropriate time.

Can the Parent/Guardian Consent and Liability Waiver for Virtual Meetings be completed electronically?

Yes, the Parent/Guardian Consent and Liability Waiver for Virtual Meetings is a fillable PDF form that can be completed and signed electronically, only according to this process:

1. Event Hosts are responsible for including the following details on the Parent/Guardian Consent and Liability Waiver for Virtual Meetings: Name of Event; Event Date; Host Parish information; and Event Details.
2. Advertisements about activities and/or events should indicate that a Parent/Guardian Consent and Liability Waiver for Virtual Meetings can be requested by parents' and/or legal guardians', via emailing the Event Host.
3. Upon receipt of the parents' and/or legal guardians' email, the Event Host will reply to the contact e-mail address with an attached Parent/Guardian Consent & Liability Waiver for Virtual Meetings, and instruction to return the completed Parent/Guardian Consent and Liability Waiver for Virtual Meetings via email.
4. Upon receipt of the completed Parent/Guardian Consent and Liability Waiver for Virtual Meetings, via email, the Event Host is responsible for phoning the parents and/or legal guardians to verify their consent.
5. The Parent/Guardian Consent and Liability Waiver for Virtual Meetings is to be confidentially stored for 15 years with parish financial records, and destroyed at the appropriate time.

Can the Parent/Guardian Consent and Liability Waiver be posted to a web page, or distributed in-person?

Upon the Event Host's completion of these fields: Name of Event; Event Date; Host Parish information; Method of Contact section; Event Details; the Parent/Guardian Consent and Liability Waiver may be posted to a web page, and/or distributed in-person or via email to parents and/or legal guardians. The Event Host is responsible for verifying the parent and/or legal guardian's consent.

Can the Parent/Guardian Consent and Liability Waiver for Virtual Meetings be posted to a web page, or distributed in-person?

Upon the Event Host's completion of these fields: Name of Event; Event Date; Host Parish information; and Event Details; the Parent/Guardian Consent and Liability Waiver for Virtual Meetings may be posted to a web page, and/or distributed in-person or via email to parents and/or legal guardians. The Event Host is responsible for verifying the parent and/or legal guardian's consent.