



ST. ALPHONSA SYROMALABAR CATHOLIC CHURCH OF BALTIMORE

Online Classes & Safe Environment: Guidelines

The checklist given below are safe environment guidelines while offering online classes under the diocesan safe environment program, and approved by the diocese.

For organizers, instructors and other resource persons:

- All the instructors and other resource persons who offer the online class must have taken the Safe Environment Training, and cleared the online background check, when the attendees include minors. Furthermore, the instructors and resource persons must abide by the *Diocesan Code of Conduct* while interacting with minors.
- The online class and its contents have been approved by the appropriate parish or diocesan authority.
- During the course of the online class, the instructors and resource persons should avoid private conversations or interactions with minors, outside of the group sessions.
- Following the completion of the online classes, the instructors and resource persons should not engage in any type of further communication or interaction with minor attendees, except with the explicit permission of the parents.
- The organizers should make sure that the instructors and resource persons are aware of the above requirements.
- While using technology to offer the online classes, appropriate and built-in cyber security protective measures must be in place to the medium/platform of communication (such as Zoom, WebEx, Google Meet, etc.) so that minor attendees are not exposed to harmful content, and they do not engage in any type of inappropriate or risky behavior.
- The organizers should obtain a signed document from parents, indicating that each minor child has the permission from the child's parents to enroll in the online class, and responsibility concerning the child's online access, attendance and interactions is completely vested with the parents.

For parents:

- Before the start of the online class, parents should find out what the online class is about. If they have any concerns about the appropriateness of the topics for their minor child, such concerns should be brought to the attention of the organizers and the pastor before the class starts.
- Parents should ensure their minor child's safety while participating in the online learning activities.
- Parents should provide the organizers a formal consent for their minor child to participate in the online class. Parents should also recognize that any responsibility concerning the child's online access, attendance and interactions is completely vested with them. These requirements can be met by submitting a completed and signed document provided by the organizers.
- Parents should let their children know that they can talk to them openly if they have any concerns with the contents of the online class, or if they are uncomfortable with some of the material in the class.