



DISCLAIMER AND CONSENT FOR VIDEO CALLS

Before engaging any NAZ family or scholar on a video call, staff must follow the process below.

Disclaimer for Adults

Staff must read the following disclaimer at the beginning of each video call including one or more adult participant(s):

We are using Google Meet/ Zoom and there is potential risk of unknown or unwanted people may join the call.

No further action is needed for calls with adults only.

Consent for Scholars

It is required that any member of the Family Achievement team use the process outlined below to obtain written consent from a scholar's parent/guardian prior to engaging the scholar over a video call. Coaches are not expected to engage all the scholars on their roster via video call, however written consent must be obtained for any scholar who a coach wishes to engage on video call(s).

Process for scholars

- Coach contacts parent/guardian to discuss desire to engage their scholar via video call
- If parent/guardian is willing, coach sends parent/guardian [consent form link](https://forms.gle/vpWJ7w6uAZRND3aq9) via text (https://forms.gle/vpWJ7w6uAZRND3aq9)
- Parent/guardian completes and submits consent form
- Coach pings manager to request confirmation that written consent has been received
- Manager reviews form to confirm receipt of consent. If consent has been received, Manager enters a note in HOH's record and pings coach to let them know they may begin engaging scholar on video call(s).

Guidelines for engaging scholars on video calls

- Schedule all calls as meetings on your calendar
- Use Google Meet (NOT Zoom) with scholars due to privacy concerns with Zoom and technology limitations with Zoom on Chromebooks
- Enter a note, log the activity, and update any additional data as appropriate immediately following the call