



Online Participant Instructions and Guidelines for Children's Events

State Library Victoria (SLV) is a child-safe organisation. All participants in State Library Victoria's online interactive events and workshops are required to comply with the below Online Participant Instructions and Guidelines.

Instructions:

1. Before you join, please **name your Zoom rectangle with child/children's name/s** 'Sam P' or 'Chloe and Ava W'. Only an initial is required for their last name, please **do not** enter your child's full name.
2. Please **have your video ON when joining** for safety checks. Official event hosts will tell you when your video function can be turned off.
3. Please **inform Safety Officers if an adult from a separate home will be joining alone** by using the chat function (e.g. Auntie Sue is attending with nephew Sam P). This will help us understand who is attending. Please get them to change their Zoom name (e.g. 'Sam P's Auntie'). This is helpful for staff and attendees.
4. Ensure there is a **supervising adult at all times**, maintaining a child safe environment in the home.

Guidelines:

State Library Victoria's programs celebrate all levels and abilities. Our programs are non-judgemental and respectful of all people. Sexism, racism, homophobia and discrimination of any form are not tolerated. Our guidelines for participation are below:

- Respect others people's privacy. Please do not screen shot, photograph, or record any part of an SLV online event.
- Screen sharing and private chat functions will be disabled during the online event. Participants are unable to connect directly with individual participants on zoom during the event, but can message Safety Officers for assistance.
- To help us support your storytelling activities during the online event, please keep your camera on during the workshop. Remember that your camera

allows other participants to see into your home. Make sure any images or objects visible in the background are appropriate to share.

- You are expected to engage respectfully with other participants during the online event. People may be asked to leave the event if they show aggressive and abusive behaviour. Please read this resource on [cyberbullying from the eSafety commissioner](#).
- This SLV program is smoke, drug and alcohol-free. Please do not participate if you are drug or alcohol affected.
- Violent, aggressive, or intimidating behaviour is not permitted. If you are feeling distressed or angry, please let an SLV staff member know. They will create a 'breakout room' where you can speak to them privately.