



Participant Consent & Agreement – Video Sessions using Microsoft Teams (*Individual & Group Sessions*)

Family Life uses Microsoft Teams as our video conferencing platform; this assists us in providing services to you when we cannot meet with you in person. This consent form explains how we will use Microsoft Teams. This form is in addition to our other Family Life consent processes that have been undertaken with you.

***Participant or Practitioner to initial each item after they have been discussed & circle any relevant responses ***

Participant Name:	
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Initial/Tick	
	We will send you an invitation to our sessions on Microsoft Teams. The simplest method of sending an invitation is to send you an email with a link to the session. This keeps our session secure as the session can only be accessed with this link. Can you confirm that you can receive an email from us safely? If not, do you need us to text you the invitation to the session? (please circle preferred contact method): Email Text
	Microsoft Teams can be used by you on your computer, tablet or smartphone. You may need to download the Teams app to use Teams on a smartphone. There are, however, no subscription fees required. After opening the Invitation Email: click on the <u>Join the meeting now</u> link. • If you don't already have the Teams app installed, you will be directed to join via web browser (no download required). • If you do have Teams installed, it will prompt you to open the app. You will be requested to enter your name. You will need to have a device that has a camera and microphone to use Microsoft Teams. You agree to have your camera on throughout the duration of the session. Are you able to access a device to use Microsoft Teams with us? (YES/NO)
	When we use Microsoft Teams to talk with you, the room you are in needs to be private, this is to ensure our conversation is not shared with other people. If there are other people who can hear our conversation, you need to tell us that they are present, and they need to be able to provide consent to be part of the conversation. If anyone does enter this space or can hear the conversation, you need to let us know. Can you confirm you are able to do this? If you wish to bring someone with you to the conversation this must be discussed and approval given by the practitioner prior to the session. <i>When we talk with you on Microsoft Teams, our Family Life practitioner will also ensure that they are talking to you from a private space.</i>
	Our sessions with you will not be recorded (but will be case noted as is our usual procedure). With Microsoft Teams, no recording can occur without your knowledge and consent.



	You agree not to record our session. (YES/NO)
	If you wish to end the session at any time, you can exit Microsoft Teams. This may impact upon any minimum requirements for attendance that apply to you. Where this occurs during a group, we request that you contact a facilitator using the method advised to you in your group instructions as soon as possible, and you agree that the facilitator or a Family Life duty manager may call you when they are able. You can also contact your practitioner by telephone to discuss any questions or concerns you may have about Microsoft Teams (including during standard working hours outside of your group sessions), understanding that the facilitator may not be able to take your call while a group session is in progress.
	Where applicable to the nature of the group sessions, the facilitator may request that: • The facilitator uses a virtual 'lobby' to ensure that all participants' names can be verified prior to admission to the group session. • You use a first name, or first name and second initial only, so that you are not identifiable to other group participants. • You do not use a 'virtual background,' so that the facilitator can ensure no other persons or recording devices are present. Where requested, you agree to display your whole room to the facilitator to ensure no other people are present. You agree to these terms when requested by the facilitator.
	To enable a respectful, inclusive, and productive environment, you agree to abide by the following standards of conduct throughout the duration of the session: • Respectful Communication You will refrain from interrupting others while they are speaking. Everyone will be given a fair opportunity to express their thoughts and ideas. • Appropriate Language The use of offensive, derogatory, discriminatory, or otherwise inappropriate language is strictly prohibited. This includes verbal, written, and non-verbal communication. • Positive Behaviour You will not engage in any antisocial behaviour, including but not limited to intimidation, harassment, bullying, or exclusionary practices. • Accountability If you are found to be in breach of this agreement, appropriate steps may be taken, including a warning, removal from the session, or further action as deemed necessary by the practitioner(s). By attending and participating, you acknowledge and agree to uphold these standards.
	You agree to make reasonable attempts to remove items from the space you are using for your group sessions that may identify you, or others - for example, family photographs, certificates, or documents.
	In all circumstances you agree to respect the privacy of other group participants and their families. In a virtual setting and despite best efforts, private information about participants or others may be disclosed, thus may occur with video conferencing from the participant's home. No such information is to be used or shared by other group participants. Doing so will be considered a breach of your service agreement with Family Life.



	By joining this Microsoft Teams consultation, you acknowledge and consent to the following: • Any personal information you provide (such as your name or email) may be temporarily stored in Microsoft's secure cloud infrastructure to facilitate the meeting. • Meeting-related data (e.g., audio/video, chat messages, shared files) is handled in accordance with our organization's privacy and data protection policies, and Microsoft's enterprise-grade security standards. • You will not have access to persistent meeting content (e.g., chat history, shared files, or recordings) unless explicitly granted access. If you have any concerns about privacy or data handling, please contact us prior to the meeting.
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Participant (where signing via email (electronic signature) or in person)

My Practitioner has explained the above conditions of use of Microsoft Teams.

I understand this information, and I consent to the use of Microsoft Teams as explained.

I understand that my consent will remain valid for the time I am involved with this service unless I vary this consent.

Participant Name	
Participant Signature (entered by participant):	
Date:	
Practitioner Name (confirmation that this was received from participant)	
Practitioner Signature:	
Date:	

or Verbal Consent (Practitioner to document)

I have discussed the information in this document with the participant.

I am satisfied that the participant understands the proposed conditions of use of Microsoft Teams and has provided their informed consent to these.

Practitioner Name	
Practitioner Signature	
Date:	