Trusted eSafety Provider Agreement

Commonwealth of Australia as represented by the eSafety Commissioner (Commonwealth)

March 2020

Parties

THE COMMONWEALTH OF AUSTRALIA ('the Commonwealth') represented by and acting through the eSafety Commissioner; ABN 12 212 931 598 of Red Building, Benjamin Offices, Chan Street, Belconnen, ACT, 2616 ('us', 'we', 'our', 'the Commissioner' or 'eSafety' as the case requires).

AND

[Insert business name and ABN/ACN] of [insert address] as the **Trusted eSafety Provider** ('you', 'your' or 'your organisation' as the case requires).

Purpose of the Agreement

1. We administer, on behalf of the Commonwealth, a program to facilitate access to high quality online safety training and raise awareness of where to go for help with online safety issues, including eSafety's reporting functions (the Program). As part of the Program, the Commonwealth will endorse, upon application, Trusted eSafety Providers to deliver online safety education programs in Australian schools (TEP programs).

2. This Trusted eSafety Provider Agreement (TEP Agreement) sets out the terms and conditions for your endorsement as a Trusted eSafety Provider.

Operative Part

In consideration of the mutual promises contained in this document, the parties to this TEP Agreement agree as follows:

Term: this TEP Agreement will commence from the date we notify you that we have approved your application for endorsement as a Trusted eSafety Provider and ends on **31 January 2022** (unless terminated earlier in accordance with this TEP Agreement).

Extension of term: the eSafety Commissioner may revise the duration of this TEP Agreement by giving written notice to the Trusted eSafety Provider.

Endorsement

3. You acknowledge that you have read and understood the Trusted eSafety Provider Applicant Information (the Applicant Information) available at esafety.gov.au/educators/trusted-providers. A copy of the current version as at March 2020 is attached at **Schedule 1**.

4. You agree that you have read, understand and commit to the Objectives of the Program set out in **Schedule 2**.

5. You agree that you have read and will uphold the Trusted eSafety Provider Charter (the Charter) set out in **Schedule 3**. Failure to uphold the Charter may constitute a breach of the terms and conditions of this TEP Agreement.

6. You agree to maintain the capacity and capability to deliver TEP programs, including the following:

    a. appropriate insurance coverage including public liability insurance, professional indemnity insurance and workers' compensation insurance;

b. policies and procedures to address mandatory reporting, duty of disclosure and any other legal requirements relevant to each targeted jurisdiction in which you deliver TEP programs;

c. if you are not a Commonwealth entity, that you are aware of the Commonwealth Child Safe Framework and National Principles for Child Safe Organisations and endeavour to comply with them on a best practice basis;

d. you will not use information collected from or about participants for non-Program related purposes (including to sell third party products or services to children); and

e. at least one representative from your organisation must attend a minimum of two Community of Practice (CoP) sessions per financial year. This representative must be a person who has the ability to influence TEP program content and contribute to CoP discussions.

7. You warrant that:

a. all your presenters (including contractors) possess and maintain current Working With Children Checks in each targeted jurisdiction where they will deliver programs; and

b. all future presenters (including contractors) you engage during the term of this TEP Agreement will be required by you to possess and maintain current Working With Children Checks in each targeted jurisdiction where they will deliver programs.

8. Your program content must at all times be appropriate for delivery in Australian schools and meet the following requirements:

a. include any mandatory materials provided by eSafety and address any mandatory topics in every presentation, including:

   i. raising awareness of eSafety's role generally;

   ii. providing information about eSafety's cyberbullying complaint handling function, including details on who can report, how the reporting process works and a link to the cyberbullying information page on the eSafety website; and

   iii. as otherwise determined by eSafety and notified to you in writing;

b. be informed by knowledge of current Australian schools curricula (as set out in the Australian Curriculum at www.australiancurriculum.edu.au) and be consistent with any related programs and information provided by relevant education authorities in targeted jurisdictions;

c. raise awareness of online safety issues as well as building and reinforcing skills, attitudes and behavioural traits for positive online interaction;

d. be culturally appropriate and reflect the principles of diversity, equity and inclusion;

e. TEP programs and TEP program material must not include partisan political views and TEPs must not engage in political advocacy in the course of delivering TEP programs and/or TEP program material;

f. ensure that any religious content is minimal and incidental to the TEP program and TEP program material. All religious content must be clearly disclosed to potential program recipients to allow prospective program recipients to take this into consideration when selecting a TEP; and

g. be non-commercial in nature, including no direct or indirect promotion or exclusive endorsement of a third-party product or business, other than reasonable sponsorship recognition and only if disclosed.

9. You acknowledge that not disclosing paid or unpaid sponsorship or endorsement may amount to misleading or deceptive conduct under the Australian Consumer Law.

10. You agree to evaluate and review performance of relevant online safety programs and implement changes annually and when required, including:

    a. regular review, evaluation and modification of program content based on stakeholder feedback, research (including eSafety research), changes in technology and other relevant information such as changes to the Australian curricula.

11. You acknowledge that your presenters are, and you agree to be responsible for ensuring that they continue to be, appropriate for the delivery of online safety programs to schools, including meeting the following requirements:

    a. have experience in the delivery of education programs to the target audience/s (including teachers, students, parents and/or carers) and/or qualifications for delivering programs in schools;

    b. maintain up-to-date knowledge of online safety issues as they apply to young people, as well as demonstrating methods for ensuring knowledge is current through professional learning, training and development undertaken to inform your practice;

    c. show appropriate behavior at all times when presenting in schools or are in close proximity to children and young people and ensure they meet relevant child safety standards in relation to appropriate communication, touch and interactions (including presenters not being alone with children);

    d. have in place procedures for reporting suspected or known risks to, or disclosures from, children in a manner consistent with the relevant school's disclosure policy; and

    e. are aware of and comply with relevant Commonwealth and state and territory mandatory reporting requirements for reporting child abuse and neglect, duty of disclosure obligations and other legal requirements relevant to each targeted jurisdiction in which they will present.

12. You acknowledge and agree to the following requirements of eSafety in relation to the promotion and branding of your endorsement:

    a. any representation of your affiliation with eSafety must only be described, in full, as 'Trusted eSafety Provider' or represented through the Trusted eSafety Provider Logo and Branding Guidelines attached at **Schedule 4**;

    b. your endorsement status as a Trusted eSafety Provider must not be used in any way that may imply promotion or endorsement of your services, or any other service, product, opinion, activity or similar, by the Commissioner, eSafety or the Program;

    c. your endorsement status must not be used in any way that may imply that you are an employee or contractor of eSafety or affiliated in any other capacity than as a Trusted eSafety Provider; and

    d. any promotion of your endorsement status must be consistent with the aims, purposes and activities of the Commissioner, eSafety and the Program.

13. You acknowledge and agree to the following requirements of eSafety in relation to the use of materials provided by eSafety (eSafety Materials):

    a. eSafety Materials must be attributed as being developed and owned by eSafety;

    b. eSafety Materials must be used as supplied without alteration or amendment;

    c. eSafety Materials must only be used for delivery of TEP programs and must not be made otherwise publicly available; and

    d. any use of eSafety Materials must be consistent with the aims, purposes and activities of the Commissioner, eSafety and the Program.

14. You agree to report annually to eSafety for each financial year this TEP Agreement operates. Annual reporting requirements are detailed at **Schedule 5**. Annual reporting requirements may vary in content and format as determined by eSafety and notified to you.

15. You must:

    a. accept responsibility for ensuring your organisation's compliance with this TEP Agreement; and

    b. ensure your organisation cooperates with any requests or compliance activities of eSafety, including:

        i. in the conduct of audits and the monitoring of its operations when required, including giving eSafety access to information, records and presenters for the purpose of an audit;

        ii. by providing information about significant changes to its operations, staff and programs; and

        iii. by providing information about significant changes to its ownership.

16. You acknowledge that receiving Trusted eSafety Provider status does not warrant any engagement by schools with you under any relevant funding or grants, whether or not in existence at the time of this TEP Agreement.

17. You agree to indemnify us from and against any:

    a. cost or liability incurred by us;

    b. loss of or damage to our property (including Intellectual Property Rights); or

    c. loss or expense incurred by us in dealing with any claim against us including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by us,

    arising from:

        i. any breach by you of this TEP Agreement;

        ii. any act or omission involving fault by you in connection with this TEP Agreement; or

        iii. any allegation of any infringement of any intellectual property rights.

18. Your liability to indemnify us under this clause will be reduced proportionately to the extent that any act or omission involving fault by us contributed to the relevant cost, liability, loss, damage or expense.

19. Our right to be indemnified under this clause is in addition to, and not exclusive of, any other right, power or remedy provided by law, but we are not entitled to be compensated in excess of the amount of the relevant cost, liability, loss, damage or expense.

20. You release us from any liability to you in respect of your representations regarding your Trusted eSafety Provider status. This clause survives the term of this TEP Agreement.

21. You must provide eSafety with the following information and maintain the currency of that information:

    a. registration as an Australian Business (ABN) or an Australian Company (ACN); and

    b. a warranty that any materials used will not breach another person's intellectual property rights, including eSafety's rights.

22. Your endorsement status may, at any time, by notice be terminated by eSafety if:

    a. you do not comply with any term, condition or clause of this TEP Agreement;

    b. significant changes occur in relation to any aspect of the information you provided for

your application, including your TEP programs, which make you ineligible under the Applicant Information in **Schedule 1** or Application Criteria;

    c.   you fail to uphold the Objectives of the Program provided in **Schedule 2**;

    d.   you fail to uphold the Charter provided in **Schedule 3**;

    e.   you do not comply with the Logo and Branding Guidelines provided in **Schedule 4**;

    f.   you do not meet the Annual Reporting requirements provided in **Schedule 5**;

    g.   you do not meet the CoP Terms of Reference at **Schedule 6** or engagement requirements of the CoP sessions;

    h.   negative feedback is received from schools regarding the delivery, accuracy and quality of presentations or content;

    i.   you do not meet the reporting requirements in Clause 14;

    j.   a negative audit or outcome is recorded against you; or

    k.   the eSafety Commissioner determines at her discretion.

23. Upon termination or expiry of this TEP Agreement, you must immediately cease to use the logo and branding we have supplied, cease to represent that you are as a Trusted eSafety Provider and remove all references to your affiliation with eSafety on your products.

Signing page

Date:

Executed as a Trusted eSafety Provider Agreement between the eSafety Commissioner

_____   ____/____/____
Delegated Authority   Date
eSafety Commissioner

and [insert Organisation here]

_____   ____/____/____
Signature of Chief Executive/Authorised   Date
Person

_____
Name of Chief Executive/Authorised
Person
(please print)

1. About this guide

The following information has been prepared by the eSafety Commissioner to assist Trusted eSafety Provider (TEP) candidates in completing their application for endorsement. It explains the mandatory requirements that form part of the TEP Agreement and the application criteria that underpin the endorsement of a TEP.

Organisations that are interested in becoming TEPs are encouraged to read this document in full along with the Sample TEP Agreement before contacting eSafety to discuss their applications.

2. Program background

The eSafety Commissioner is appointed by the Commonwealth Government under the *Enhancing Online Safety Act 2015,* to promote online safety for all Australians. The Commissioner's functions include supporting, conducting, accrediting and evaluating online safety education programs. The Commissioner also has specific powers aimed at combatting cyberbullying and non-consensual sharing of intimate images.

The TEP program has been developed by eSafety to:

- provide schools with the confidence to select from a range of trusted online safety providers with consistent messaging, appropriate experience and quality content
- ensure that the functions and resources of the eSafety Commissioner are understood and accessed more broadly across Australian schools
- bring providers together to work collaboratively to share insights, information, knowledge and best practice through a facilitated Community of Practice (CoP).

This information has been developed to assist potential TEPs to determine whether their content may be suitable for inclusion in the program and where necessary refine their programs prior to submitting an application.

3. Who can be a Trusted eSafety Provider?

The eSafety Office encourages a broad range of individuals and organisations to apply for TEP endorsement, to ensure the diverse online safety education needs of Australian schools are met.

TEPs are required to demonstrate their capability to deliver online safety programs to Australian schools and it is expected that candidate organisations will have recent experience delivering education programs to children, teachers and parents through schools. For eSafety to establish a meaningful working relationship and engagement with TEPs, it is expected an organisation applying to become a TEP will intend to deliver programs for a period of at least three years.

Due to the importance of online safety programs aligning with existing school curricula and learning frameworks, it is also expected that presenters and/or content developers will have current teaching qualifications or equivalent experience.

Alongside several mandatory requirements, eSafety will also assess the appropriateness of a provider's program content for Australian schools and their capability to deliver effective and high-quality online safety information and presentations.

The TEP program further aims to foster a culture of continuous learning, improvement and the development of best practices by providers, through the establishment of an online safety CoP to be facilitated by eSafety.

Candidates of the TEP program who have submitted a successful online application must attend an initial CoP session before they receive endorsement. A successful TEP must continue to attend a minimum of two CoP sessions each financial year, in order to maintain their endorsement.

4. Endorsement process

Potential applicants for TEP endorsement are strongly encouraged to review all the application information and criteria prior to commencing an application to ensure they can meet all requirements.

a) Application intake periods and submission

eSafety will determine a minimum of four rounds of assessment during each financial year, and these dates will be published on the eSafety website. Only complete applications containing all required information, submitted by the published date will be considered per assessment round.

An application to become a TEP must be lodged with eSafety using the online application form. All supporting material must be provided with the application form for eSafety's assessment to commence. Where required, applicants must upload or link to their program materials. Any videos submitted as part of an application must not depict program participants who are children, nor must they depict any other participants without first obtaining consent.
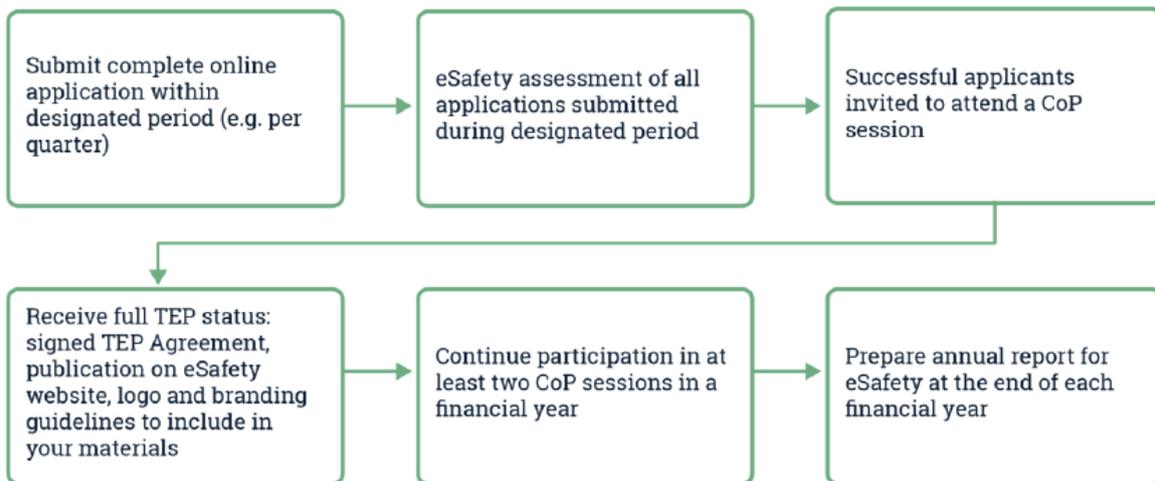
b) Application assessment

All applications will be assessed based on the application criteria outlined in section 5 below. eSafety may contact an applicant during the assessment process to request additional information or to clarify aspects of an application.

Upon satisfying the assessment criteria and all other mandatory requirements, a successful TEP candidate will be invited to participate in an online CoP session. These will be held a minimum of four times per financial year to align with eSafety's assessment periods.

TEP candidates are encouraged to make provision for all of their presenters and/or content developers to attend CoP sessions. However, they may also choose to be represented by one person only. That person must have the ability to influence TEP program content and contribute to CoP discussions. That person should also be able to both update the CoP on recent observations/trends relating to online safety or their programs and report back within their organisation on the content of the CoP.

c) Obtaining Trusted eSafety Provider endorsement

A TEP candidate who has satisfied the assessment criteria and attended a CoP session will be invited to sign the TEP Agreement. After the TEP Agreement is signed by both the TEP representative and the eSafety Commissioner, the TEP logo will be granted to the provider in writing. The successful TEP candidate will have permission to use it on materials related to eSafety and permission to represent themselves as a TEP. Information on the appropriate use of these materials is included in the Sample TEP Agreement and TEP Logo and Branding Guidelines.

Submit complete online application within designated period (e.g. per quarter) → eSafety assessment of all applications submitted during designated period → Successful applicants invited to attend a CoP session

Receive full TEP status: signed TEP Agreement, publication on eSafety website, logo and branding guidelines to include in your materials → Continue participation in at least two CoP sessions in a financial year → Prepare annual report for eSafety at the end of each financial year

5. Addressing the application requirements

All TEPs must satisfy criteria relating to:

- several mandatory requirements
- their capability to deliver online safety programs in Australian schools
- the appropriateness of their program content for delivery in Australian schools.

The information in this section is to assist applicants to address the criteria in the online application form. This information should be used as guidance only. Specific questions relating to an application information may be directed to trustedproviders@esafety.gov.au.

a) Mandatory requirements

The mandatory requirements in the application form aim to ensure that TEP organisations and their programs meet high standards of safety and governance and are aligned with the expectations of schools when engaging an eSafety endorsed provider.

Governance and risk management

A candidate TEP must provide:

- copies of insurance certificates, confirming coverage for public liability for not less than 10 million dollars[1] and professional indemnity for not less than five million dollars[2]
- workers' compensation insurance (for an amount required by the applicable law)
- a declaration that TEP is aware of the requirements of the Commonwealth Child Safe Framework and National Principles for Child Safe Organisations and will endeavour to comply with them on a best practice basis
- declaration of policies and procedures in place in adherence to mandatory reporting requirements, duty of disclosure requirements and any other legal reporting requirements relevant to the provider's jurisdiction.

[1] Unless the applicant's liability is limited by virtue of membership of a scheme approved under Professional Standards Legislation in the relevant state (in which case the amount required by that scheme).
[2] Unless the applicant's liability is limited by virtue of membership of a scheme approved under Professional Standards Legislation in the relevant state (in which case the amount required by that scheme).

The TEP Agreement requires that a TEP will:

- have policies and procedures in place for dealing with mandatory reporting, duty of disclosure requirements and any other legal requirements for their relevant jurisdiction/s
- ensure that all its presenters possess and maintain valid a Working With Children check for each of the jurisdictions in which they will present
- be aware of the Commonwealth Child Safe Framework and National Principles for Child Safe Organisations and endeavour to comply with them on a best practice basis
- not use information collected from or about participants for non-Program related purposes (including to sell third-party products or services to children)
- prepare a report to eSafety due at the end of each financial year[3] in a format to be determined by the eSafety Commissioner
- have at least one representative participate in a minimum of two CoP sessions each financial year. This representative must be a person who has the ability to influence TEP program content and contribute to CoP discussions.[4]

Required content

In order to raise awareness of the eSafety Commissioner, all TEP programs must include information about eSafety's role, including its cyberbullying complaint-handling functions. This includes details on who can report, how the reporting process works and a link to the cyberbullying information page on the eSafety website.

We require a current sample of your presentation materials that address these criteria. eSafety expects that this content be included with every online safety presentation offered by the TEP.

Proscribed material

It is a requirement that the programs of a TEP provide appropriate content and collateral content and material that is culturally appropriate and reflects the principles of diversity, equity and inclusion.

Political content

TEPs must not promote partisan political views or engage in political advocacy in the course of delivering TEP programs and TEP program material.

Religious content

TEPs must ensure that any religious content religious content is minimal and incidental to the TEP program and TEP program material. All religious content must be clearly disclosed to potential program recipients to allow prospective program recipients to take this into consideration when selecting a TEP.

Programs must be non-commercial

Commercial entities such as telecommunications service providers and social media service providers have important roles to play in promoting safe and responsible use of their services. eSafety encourages such companies to support and promote online safety education initiatives through schools, community groups and other relevant bodies, and it is

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[3] More information in Schedule 5 - Annual Reporting
[4] More information in Schedule 6 - Community of Practice Terms of Reference

expected that the support of companies be acknowledged where it has been provided. However, the program materials of a TEP must not contain any material that could be reasonably regarded as exclusive endorsement, advertisements, offers or calls to action relating to any company's products or services. In situations where a commercial entity has provided financial or in-kind support for a program, the terms of this support must be prominently and clearly disclosed to potential program recipients. Any branding, logos or other livery contained in program materials must be discreet, incidental to the program content and not breach the Logo and Branding guidelines stipulated by eSafety.

b) Demonstrated capability to deliver online safety programs in Australian schools

The TEP program has a strong commitment to ensuring that all provider organisations and their presenters have sufficient experience in the delivery of online safety or other education programs in Australian schools alongside a strong understanding of the relevant state and federal legislation regarding online safety.

When providing information about your organisation's background and experience, please include where possible the period of time your organisation has been providing programs and the number and type of institutions that your organisation delivers programs to. In order to ensure the quality of presentations and engagement with audiences are of a high standard, we also request information on the experience and background of your presenters.

We will accept documentation on the selection and assessment criteria you use to hire a presenter. **Please do not provide individual CVs or resumes.**

The information provided in this section of your application will be used to assess the capability of your organisation to deliver robust and relevant content, promote eSafety, engage with eSafety and contribute to the CoP in a meaningful way. To assess ongoing organisational capacity and commitment to staff development, eSafety would also like to understand how your organisation manages the wellbeing and professional development of its presenters.

We also request the names of five referees who have recently used your program and can attest to its quality. We will conduct referee checks of contacts you provide, so please let your contacts know that they have been listed as a referee in your application and ensure the details you provide are current.

c) Program content is appropriate for delivery in Australian schools

A focus of the TEP program is ensuring that the content of online safety programs is of a high quality and appropriate for delivery in Australian schools. The program assessment criteria are framed to encourage innovative, evidence-based approaches to online safety education and ensure that all TEP materials are curriculum aligned and capable of responding to the online safety needs of Australian students.

Content not related to TEP programs

Due to the broad overlap of offline and online environments, some programs may touch on matters that are not directly related to online safety. Whilst TEPs are encouraged to offer programs that show the relevance of online safety to other aspects of young people's lives, they must not represent or imply that any material unrelated to online safety has been endorsed by eSafety.

Where a program contains content that is unrelated to the TEP program material, this content must be clearly distinguished from the online safety component of the material and

the supplied TEP logo must not be used on this material. eSafety will display on its website where the TEP also offers content that is not related to online safety.

Where a TEP offers or delivers services outside of the TEP program, the TEP logo must not be used to promote these services in related collateral on this material.

Evidence bases or research pieces used to inform content

The online environment is characterised by rapid changes in technology and the ways that young people use this technology and experience online harm. It is expected that TEP programs will address risks, concerns and potential harms that have been identified through research that is recent, applicable to Australia and not linked to commercial interests, political or religious ideology.

We require all applicants to provide synopses of three bodies of research or other evidence bases that have informed the development of their program content. As a guide, it is expected that appropriate evidence bases will be derived from research that has been:

- completed within the last five years
- conducted in Australia or is otherwise applicable to Australian children's contemporary use of online services
- available in the public domain.

We encourage all applicants to be aware of eSafety Research.

Curriculum alignment

The Australian Curriculum, Assessment and Reporting Authority has developed the Australian Curriculum to ensure that all Australian children have access to high quality education content, regardless of where they go to school. The curriculum specifies learning areas and general capabilities that will enable young Australians to contribute to a democratic, equitable and just society that is prosperous, cohesive and culturally diverse[5].

We require all online safety program content delivered by TEPs to align as closely with the Australian Curriculum as possible.

Online safety competence potentially draws on all General Capabilities specified in the Australian Curriculum. However, it is expected that the programs of TEPs will align with two mandatory General Capabilities:

- personal and social capacity, with emphasis on handling challenging online situations and how and when to seek help
- ethical understanding, particularly the values and behaviours associated with respectful online interactions.

Candidate TEPs may also wish to address how their programs align with the following General Capabilities:

- critical and creative thinking, including interpretation of common online safety scenarios
- intercultural understanding, including issues that arise in online interactions involving different language and belief systems

[5] Further information about the Australian Curriculum can be found at
https://www.australiancurriculum.edu.au/about-the-australian-curriculum/

- information and communication technology capability, especially managing the safety implications of the ways in which online information is created, stored and shared.

Successful TEPs will have demonstrated examples of program material that clearly address these mandatory General Capabilities from an online safety perspective. Providers should reference the relevant Key Ideas when describing the programs' relationships to each General Capability.

Particular care must be taken to ensure that program content and learning strategies are appropriate for the developmental stage and ages of target audiences.

eSafety encourages and values a positive approach to online safety education, with a focus on education, help-seeking behaviours and resilience building. Program participants should be encouraged to discuss the broad spectrum of their online experiences, in environments of psychological and emotional safety with a focus on positive online interactions and social and emotional learning.

Programs should encourage age-appropriate help-seeking behaviours and direct students on where and how they can find assistance when needed. This should include content directing students to information on eSafety and its cyberbullying complaint handling function.

Program review and evaluation

It is important that you provide eSafety with information on your organisation's strategies to review, evaluate and modify your content and keep it current.

6. Further information

eSafety will take care in considering your application in a timely manner. If we require further information, we will contact you to request that you provide it within a specified timeframe. If you are unable to provide additional information to support your application within the specified timeframe, your application assessment may be delayed until the next round of assessment.

Schedule 2 – Objectives of the Program

- To facilitate access to high quality online safety training and raise awareness of where to go for help with online safety issues, including eSafety's reporting functions.

- To empower children and young people to interact safely online and develop respect, resilience, responsibility and critical reasoning skills.

- Trusted eSafety Providers to collaborate and cooperate within a Community of Practice (CoP). Through the CoP, eSafety and Trusted eSafety Providers will share the common goal of improving children's and young people's knowledge and understanding of online safety issues and best practice approaches to educating young people on these issues, alongside sharing information on new trends or issues.

Schedule 3 – Trusted eSafety Provider Charter

Accountable

We are open, transparent and accountable about our objectives, performance and progress.

Collaborative

We work cooperatively and collaboratively with the common goal of improving children's and young people's knowledge and understanding of online safety issues.

Committed

We are committed to participating in and contributing to Community of Practice sessions and events. We will develop and strengthen our collective knowledge base and understanding of key online safety issues.

Engaged

We share our experiences and perspectives and listen openly to each other's experiences and perspectives. We seek to engage with schools, teachers, parents and carers and the broader community.

Professional

We uphold high standards of ethical and professional conduct. We ensure our behaviour contributes to the Program being held in high esteem by the public.

Respectful

We act with integrity and treat each other with fairness, respect and dignity. We promote diversity, equity and inclusion in our behaviour, work and education materials.

Schedule 4 – Logo and Branding Guidelines

Trusted eSafety Provider – Logo guidelines

Logo guidelines

The logo is made up of two colours a dark navy and a lighter grey/blue. Our primary logo is the inline version.

Colour – inline

Logo versions

The primary logo should always be used when possible. The stacked version should only be used if space is limited.

Colour – long inline

Colour – stacked

esafety.gov.au

Logo clear space

The clear space zone is indicated by the height of the 'X' in the diagram.

The height of 'X' is calculated by halving the height of the tick icon.

Logo minimum sizes

The minimum size shown here must be seen as a minimum but can be displayed at a greater size.
The same rules apply to every version for both print and digital use.
This adheres to the Australian Federal Governement set guidelines.

Digital 35px

Logo crimes

To maintain a unified appearance, the logo must always be reproduced consistently. It is essential that any logo used is from the files provided. In no way is it to be manipulated from it's current state.

The logo should never be used as a decorative or artistic element or as a watermark, and must not be overprinted with text or images. Never use a drop shadow and is only allowed to be used in eSafety navy and logo grey.

The examples below are all logo crimes.
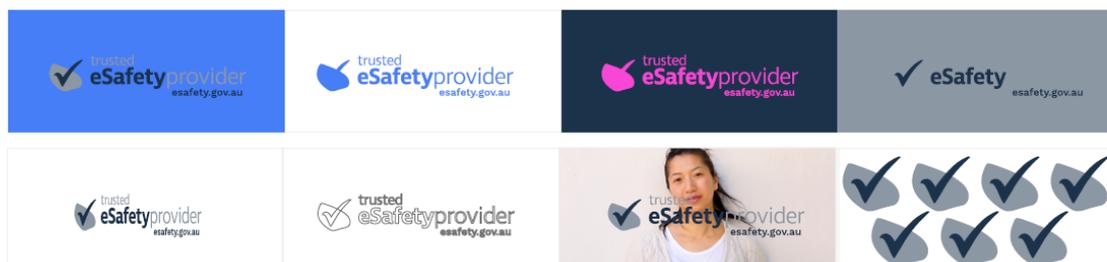
Schedule 5 – Annual Reporting

Trusted eSafety Providers (TEPs) are required to collect the information outlined below. This information is intended to inform your annual reporting requirements. The first reporting period will begin when you sign the TEP Agreement and end on 30 June of that financial year. Ongoing annual reporting requirements will be in effect for the duration of the TEP Program.

Part 1: School coverage

For each school that you present to as a Trusted eSafety Provider:

- Date of presentation
- School name
- School postcode
- School sector (Government, Non-government, Independent)
- School type (Primary, Secondary, Combined, Special)
- School location classification (major cities, inner regional, outer regional, remote, very remote)
- Year level/s presented to
- Number of students presented to/product provided to.

Part 2: Professional practice

- Professional learning/training/development undertaken to inform your practice.
- Key pieces of recent research that has informed your practice.
- Outcomes of any formal evaluations of your program.
- Attendance at a minimum of two eSafety Community of Practice sessions (please include name and date of session).

Part 3: Relevant safeguards and checks

Current copies of:

- Public liability insurance
- Professional indemnity insurance
- Workers compensation insurance
- Working with Children check or Commonwealth Statutory Declaration
- Declaration that you are aware of the Commonwealth Child Safe Framework and the National Principles for Child Safe Organisations and endeavor to comply with them on a best practice basis
- Declaration and understanding of and adherence to mandatory reporting requirements, duty of disclosure requirements and any other legal reporting requirements relevant to the Provider's jurisdiction(s).

Note: This information is to be recorded and returned to eSafety in the excel spreadsheet template provided to you upon the signing of your TEP Agreement.

Schedule 6 – Community of Practice Terms of Reference

Role of the eSafety Community of Practice

These terms of reference set out the membership, responsibilities, goals and operations of the eSafety Community of Practice (CoP).

The CoP is designed to support Trusted eSafety Providers (TEPs) in working towards best practice approaches to online safety education and ensuring high standards of quality are maintained.

The eSafety CoP intends to bring together TEPs who share this common purpose of understanding best practice approaches, in order to foster collaboration and support continuous improvement. This is with the aim of providing Australian school communities with the highest quality of online safety education and programs.

eSafety envisages the CoP sessions will be a forum for:

- exchanging of ideas
- information sharing
- exploration of issues
- discussion of new research and trends
- development of best practice evaluation and feedback
- review of recent developments, programs and practices in online safety education.

Structure and Composition of the Community of Practice

Meeting schedule

- Four CoP sessions will be offered across each financial year. Providers will be required to participate in a minimum of two sessions per financial year to retain their TEP status.
- Session dates will be communicated in advance and where possible, be scheduled across periods where school presentations may be in low demand (for example during school holidays).

Meeting format and delivery

- Sessions may be conducted via webinar, in-person or provided as pre-recorded modules.
- eSafety will endeavour to make any face-to-face sessions available in an online format so that they are accessible to all providers.
- Sessions will be of a minimum one-hour and maximum three-hours in duration.
- Sessions will be facilitated by representatives from the eSafety education team and may feature special guest presenters.
- Sessions will not have a formal agenda, but items for sharing and discussion will be forwarded to providers beforehand.
- Each of the sessions will have a different focus with new information.
- While attendance at two sessions during a financial year is compulsory, TEPs (or at least one representative from each organisation) are encouraged to participate in as many sessions as they can.

Responsibilities and expectations of the eSafety Community of Practice

These terms of reference are intended to provide formal recognition of the value TEPs contribute to the eSafety CoP and highlight its role as a consultative forum and information conduit.

eSafety commits to:

- provide a consistent, high-quality experience during each CoP session
- deliver new learning and information relating to eSafety
- create an atmosphere for open exchange and the safe discussion of delivery and content challenges.

It is expected that Trusted eSafety Providers will have at least one representative:

- attend a minimum of two CoP sessions in a financial year. This representative must have influence over TEP program material
- actively contribute ideas and information during the sessions
- maintain privacy and confidentiality within the community
- engage positively and respectfully with all participants in a collegiate manner.