



RISK MANAGEMENT UNDERTAKING FOR CLASSES THAT ARE CONDUCTED ONLY ONLINE VIA ZOOM

Name of Course _____

In line with U3A Ballarat **Risk Management Policy** and **Privacy Policy**, available on **U3A Ballarat website**: www.u3aballarat.org.au/policies and procedures,

I _____ Tutor and I _____ Class Convenor

Undertake to:

- Familiarise myself with these policies
- review these procedures at the beginning of each year

Signed: _____ (Tutor)

Date: _____

Signed: _____ (Class Convenor)

Date: _____

Please sign both copies of this undertaking and return one to the U3A office. (Scan and email is acceptable - ClassCoordinator@u3aballarat.org.au)