

**TAKE
PART**



Digital/Remote Engagement

Online Code of Conduct

Last updated: 1 April 2020

Digital/Remote Engagement Online Code of Conduct for Take Part members April - 2020

During this period of social distancing we want to be able to work digitally to connect, create work and support our members. To do this we will need to use online and digital platforms. When using these platforms is important that you protect yourselves and your families and follow our online code of conduct.

Our main digital way of communicating and working with our members will be the online platform Zoom which is an online live video conferencing service. We may however also use other methods of digital engagement including uploading videos/ pictures to our website or other social media platforms.

If you register for one of our online workshops or activities please make sure you follow the Take Part members online code of conduct at all times. Parents of younger members, please can you ensure that they understand and follow the rules outlined on the following pages.

Liver Video Chat (Eg. Via Zoom)

- Never use your full name, first names will do. Your workshop leader will only use first names in your online group session or activity.
- Make sure the people you live with know you are on a live video chat/ workshop session. Don't include any other family members in the chat if they are not part of the session. Everyone taking part must be registered on the workshop or activity.
- Wear appropriate clothing. Make sure all parts of your body are appropriately covered, even the parts you think might not be able to be seen.
- Think about your background. Keep it simple and make sure it doesn't contain any personal images or content that others may find inappropriate.
- Use the private 'Chat' if you are worried or upset about something and they will deal. If you don't feel you can chat in the session you can always contact any of the Take Part Tutors. (*contact details for these are at the bottom of this document*)
- Do not record or take photos of anything in the workshop unless the Workshop Leader has requested this (*in this case they will have already sought permission from all the group members.*)
- Always respect other group members; please ensure you do not use language or create content for any group activities that would bully, intimidate or harass another group member.
- Keep yourself safe. Don't share anything you don't want to or anything that feels too personal, complicated or sad.

Submitting videos to Take Part for Social Media or Website purposes

- Don't use your full name on any recordings.
- Don't film things that might reveal your exact address, school or somewhere you might go to regularly eg sports club or activity.
- Don't film anyone who isn't part of your Take Part session or who isn't registered on our workshop or activity.
- Wear appropriate clothing. Make sure all parts of your body are appropriately covered, even the parts you think might not be able to be seen.
- Do not include any content that you think others might find upsetting or intimidating.
- Do not include any content that is inappropriate.
- Keep yourself safe. Don't share anything you don't want to or anything that feels too personal, complicated or sad.

All online sessions or activities will be moderated. This means that in addition to the Workshop/Group Leader there will always be a Take Part Senior Leadership Team member taking part in each session and monitoring the content and activities.

All videos or other content submitted will also be moderated and will be individually screened by Take Part staff before being uploaded on to our website or social media platforms.

If you or your child are worried or concerned about anything online or need to discuss anything of a personal nature please contact the Take Part Team and we will listen and find the right support or course of action for you.

Contact details:

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