Guidance for Online Events

This guide should help you understand the software that we will be using and ensure that the events are welcoming, friendly and safe environments.

We hope that our online events are as interactive as possible whilst upholding safeguarding measures for the safety of you and others.

Why do you ask people to sign up to events?

We ask interested participants to sign up to an event for a few reasons;

- **To obtain parental consent (if aged 17 or under)** – we treat online events like we would a face to face event so your parent/guardian know who you are talking to online.

- **To obtain media consent** – as we record online events for others to watch later and you are able to communicate on video or audio.

- **To meet your needs** – if you have any additional needs, the person planning the webinar can try to meet these in the session.

- **To send the details of the event to you** – to make this as secure and as safe as possible, these are private sessions, so those that have signed up will be sent the meeting details on the email address that they provide.

What safety measures are there?

To keep the discussion secure, we are able to:

- **Send the meeting details via email** – only those who have signed up will receive this – to keep random people out

- **Access with a password** – even if someone obtains a link, they would still need to enter a password to access the call.

- **Waiting Rooms** – the host will be able to control who enters the call – this will be based on the name given by the participant matching with the sign-up information.

- **Muting and Blocking** – the host has the control to mute people and block them entering or interacting in the call – this would be if someone ignores the code of conduct repetitively.

- **Recording the webinars** – as well as being able to share with others who missed the webinar, recording will ensure Growing Confidence can follow up any incidents that happen on the call.

- **Private messaging will be turned off** – so that participants are not getting private messages from each other or people they do not know well. You will still be able to send messages to everyone or the host.

What is Zoom and how do I access it?

Zoom is an online platform which allows people to audio call, video call and instant message in group chats and discussions. It also has other features including a whiteboard, screen sharing and virtual backgrounds.

When the Zoom details are sent to you, they will be sent via email. You do not have to download Zoom as you will join the call through the website.

1. To join the meeting just click on the link in the email

2. Click 'Join'.

3. Enter your name when instructed. Please write a name that the host would recognise so that they know who you are to invite you into the call.

4. A screen will appear showing that you are waiting to be allowed entry into the call by the host.

5. A box will ask if you want to show video camera or not and whether to enter with audio on or not. Choose the options you would like. If you do not want to be in the recording, turn your camera off. (All participants will join muted anyway).

In 'Test Speaker & Microphone…' you can test to see if your microphone is working.
In 'Audio Settings…' you can change the options for microphone or sound – you might need to do this if you're operating with headphones or a headset.
You can switch off video by clicking 'Stop Video'.
Change the webcam you might be using in 'Video Settings'.

You can use the 'Clapping' and 'Thumbs Up' emoji on the call at any time, this will appear on your screen for everyone else to see.
This could be a great way of reacting to people's opinions whilst remaining on mute, so you don't interrupt them. These might also be used to make sure that everyone can hear the meeting. or see what is being shared.
To leave the meeting, press the 'Leave Meeting' in the bottom right corner of the screen. (This shows 'End Meeting' for the Host screen who can shut down the meeting at any time).

Code of Conduct for Online Events
For online events, we expect the same behaviour that we hope you would conduct at a face to face event. We can modify and adapt this at each session to suit the group.
- **Listen and allow the time for other people to speak** – in an online webinar or discussion it is sometimes harder for people to speak with some talking over others without realising it. Muting yourself when you're not talking will help with this.
- **Be respectful of other people's opinions and be supportive** – although there can be discussion and debate, there will be zero-tolerance towards bullying or abusive behaviour.
- **Do not share any personal details with others** – keep yourself safe on this platform.
- **Watch your language** – please try to refrain from using derogatory language. Anyone who uses this will be warned and if used repetitively will be permanently muted or kicked off the meeting.

Things to do before joining the call
- **Ensure you're able to be in a quiet space** – this is so that everyone will be able to hear you on the call.
- **Try and make sure you're not interrupted or switch off video if you think you could be**– as we only have your parental and media consent, other siblings in your video will disrupt the recording and cause the end of the meeting. Parents can be in the same room if they want to be, but we cannot have them on the video call (unless they fill in a media consent form) as the recording will be shared afterwards.