

ROUNDHOUSE

Roundhouse Online Sessions: Code of Conduct

Whilst taking part in Roundhouse online projects we want you to:

- Enjoy yourself 😊 💻
- Have a positive experience 🌟 💻

We have something to ask of you. Please be mindful of others.

Follow the online session code of conduct as set out below. 🙏

Taking part

As a young person taking part in Roundhouse youth programmes online you have the right to:



Enjoy the time you spend with us.

Know that you're safe.



Feel welcomed and valued.

Not be discriminated against for any reason.



Be listened to and treated fairly.

Encouraged to develop skills with our help.

The essentials

We would like you to:

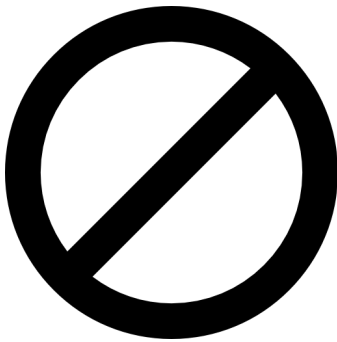


Always follow instructions from staff.

Speak out when something isn't right.

The Roundhouse is a safe space for everyone.

The following is **not allowed**:



No smoking or vaping.

No drinking alcohol.

No being under the influence of illegal substances.

Behaviour

We expect you to:



Respect and celebrate difference in Roundhouse spaces and activities.

Appreciate that everyone is different.



Not to discriminate against anyone.

Treat staff and other young people with respect.



Understand everyone has the right to feel safe from aggressive or intimidating behaviour.



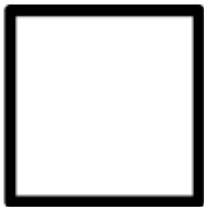
Report any incidents of bullying and / or harassment to a member of Roundhouse staff.

Even if you are just a witness.

Online session guidance



Dress as you would if you were to visit the Roundhouse.



Make sure your space does not reveal any personal or sensitive information.

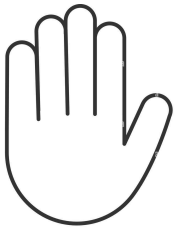
Make sure your background is clear of any inappropriate material (i.e. posters).

You will be able to use the “change background” function throughout the session. A member of staff can help you apply this if needed.



Listen and allow people to speak, try not to talk over others.

Keep your microphone muted unless you the host invites you to speak.



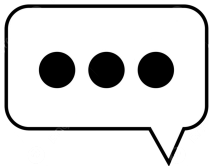
Use the “raise hand” function if you wish to speak.

The session host will acknowledge your request and invite you to speak when appropriate to do so.



If you are disconnected for any reason you can rejoin the call.

You will be re-admitted by the host.



Use the chat function responsibly.



Do not record the session (visual / audio).

This is against data protection law.



If you have any questions during the session, you can contact the host using the chat.

We expect all young people to follow the behaviours set out in this guidance.

If you do not meet these guidelines you may be asked to leave the online session.

If you feel that any part of this guidance has not been met...

or you would like to raise a concern...

Please contact:

- **The session host**
- **Or email: advicebase@roundhouse.org.uk**
- **If you are taking part in a Self Made online session, you can email: selfmade@roundhouse.org.uk**