



Code of Conduct – Video Meetings

Meetings via video are a useful online and interactive way to connect the Phab Community around the country and share the fun, values and philosophy of Phab to learn thrive and belong. Phab values the engagement of each attendee and will work to ensure all participants have an enjoyable and fulfilling experience.

All participants are required to agree with this Code of Conduct and organisers/hosts will enforce this code throughout the event. We expect cooperation from all participants to help ensure a safe, friendly and happy environment for everybody.

Participation

If relevant, the invitation, codes and meeting ID will be shared with Phab Club Leaders, Community Network contacts etc. The choice to host/join a video meeting will be at the discretion of the Phab Club Leader and members.

Before the session commences, you may be placed in a “waiting room”. The

event organiser (Host) will admit you to the session. On some occasions they may not recognise your name so will contact you via the “message” option to verify your name and connection to Phab.

All attendees are expected to show respect and courtesy to other attendees throughout the session. If a person displays behaviour that is not appropriate, the Host has the right to take any action they deem appropriate, such as warning the person or removing them from the session. Repeated behaviour may result in being blocked from future events. Please refer to the Phab Online Safety Policy for more information which can be found on the website www.phab.org.uk.

Photographs and Filming

The Host will inform participants at the start of the session or in advance of the session, if they are going to record a meeting or take screenshots etc.

The Host will inform participants, how they intend to record, use, and share these images, for example, to promote their Phab Club on Facebook.

If a participant chooses not to have their image shared/visible they must state this to the Host at the beginning of the session. They will then be given options to join in without having their image or voice recorded, such as allowing people to attend with no video or audio, and the option to pose questions only in the text chat window.

Expectations of Participants

Phab is committed to providing a safe environment for everyone, free of harassment, judgement and bullying and we must all play our part to ensure this is maintained during Phab activities.

You must:

1. Behave as you would be expected to at your Phab Club
2. Be friendly
3. Listen to others
4. Be helpful
5. Have good manners
6. Treat everyone with respect
7. Take responsibility for your own behaviour
8. Participate with grace and humour
9. Dress appropriately
10. Use appropriate language
11. Join in and have fun

You must not:

1. Take screenshots, photographs or recordings during the event. The Host may share this with you following a session, because they will know who has given permission
2. Be disrespectful to anyone else
3. Bully or harass other people (online or offline)

4. Behave in a way that could be intimidating
5. Be abusive towards anyone

Who to Contact

It is expected that all members of the Phab Community will act responsibly and follow this Code of Conduct. However, there may be occasions when this does not happen due to carelessness, irresponsible or deliberate actions.

It is important that any incidents are dealt with as soon as possible in a proportionate manner such as a warning, advice, further training or support as stated in the Phab Safeguarding Policy, Online Safety Policy and through normal disciplinary procedures. These policies can be found at www.phab.org.uk

If you have any concerns, please contact Dawn Vickers (Phab Designated Safeguarding Lead) at dawn.vickers@phab.org.uk or 020 8667 9443