

## **FUTURE CREATIVES COLLECTIVE: PARTICIPANT CODE OF CONDUCT**

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Welcome to the course! To make this a positive, safe and comfortable space for everyone, please follow these simple guidelines:

### **Be kind and respectful**

- Treat everyone with courtesy, kindness and respect.
- No offensive, discriminatory, or inappropriate language or content.
- Respect different opinions; avoid interrupting or talking over others.

### **Communicating in sessions**

- Use the chat and microphone for course-related discussion.
- Please don't message other participants privately, unless a staff member has said it's okay.
- Keep all communication within Teams – no exchanging personal contact details.

### **Names and cameras**

- Use your real name, or the name you like to be called, in the meeting, rather than a username, email address or social media handle.
- Cameras are optional, though session leaders may encourage camera use as it can help you engage more fully and get the most out of the programme.

### **Breakout rooms**

- All breakout rooms are supervised by staff.
- Stay on topic and follow instructions given.
- If anything feels uncomfortable, let a staff member know straight away.

### **Screen sharing and files**

- Only share your screen or upload files if a staff member asks you to.
- Make sure anything shared is appropriate for a mixed-age group.

### **Safeguarding and attendance**

- If something doesn't feel right at any time during the programme, message a member of staff privately through Teams chat.
- Staff will monitor attendance for safeguarding reasons.
- Staff may remove participants who don't follow the guidelines.
- Serious issues may be reported to your parent/carer or to your school/college (if needed).