



# VIDEO CONFERENCING

# zoom

## Online etiquette

### Mute



Ensure your microphone is muted when you aren't speaking in the call. This allows the current speaker to be heard by everyone in the chat and prevent background noise.

### Raise your hand



As these group chats will have plenty of people with flowing conversations, please be respectful by raising your hand. This will make sure everyone isn't speaking at once.

### Set up your camera



Everybody in the group wants to see your face, so make sure your phone is propped up against something stable or put your laptop in a position where your whole face is seen.

### Confidentiality



No recordings may be taken at any time and please recognise your surroundings before joining a video call. Confidentiality will be taken very seriously.

Be kind to one another and respect boundaries

# Suggested code of conduct

Be respectful and non-judgmental of everyone's right to participate equally, or not to participate at all.

Confidentiality: what you say in here, stays in here- except if you are being hurt by another, you are hurting yourself, or you are hurting another.

Time limits should be considered out of respect for other participants.

You **HAVE** the right to take a break from the session.

Appropriate or threatening behaviours is not acceptable and may result in being asked to leave the meeting politely.

Active Listening should always be adhered to when someone is sharing. Meaning no interrupting, not passing judgment, and listening attentively.

The host/facilitator of the meeting is entitled to interrupt and move the conversation along, or ask someone to 'take a moment' and seek support from another member of the group.

By joining the meeting you acknowledge that you have read and understood the group meeting code of conduct in order to participate and contribute to the safe environment of the Support Group.

