



Code of Conduct

For online webinars and meetings

For everyone's safety and enjoyment, we ask that all attendees and participants abide by the following code of conduct during our events:

Display Name

- Please enter **your first name only**, with no other personal or identifying information (for example, your school name or your location).
- Your full name should never be on display during an online session. If you are logging in from a personal account, please ensure you change your display name before joining the session.
- For some meetings, you will be provided with a four-digit alphanumeric code (e.g. M001) to identify you as a registered participant. **Please enter this code after your first name** (e.g. 'John M001').

If you do not have a suitable display name, you will be asked to rename your profile, or to leave the session and re-join.

Q&A / Chat / Communication

- During a webinar, you will be able to ask questions in the Q&A section. You have the option to ask questions anonymously, and we encourage you to do so.
 - (U16) Once your question has been answered it will appear in the chat to all attendees, with the answer (or the speaker may choose to answer your question live).
 - (16+) Unanswered questions will be visible, and you may comment on / upvote other attendees' questions if you would also like to know about this topic.
- During a meeting, there will be a chat window available where you can send comments to the whole group.
- All messages should be **respectful, and kind**. Any inappropriate or offensive language will not be tolerated.
- **Do not share any personal or identifying information** (for example, your email address, mobile phone number or social media accounts).
- Please **keep all questions / messages on topic**, to avoid distracting the speaker and attendees.

If you do not abide by this code of conduct, you may be removed from the event, either temporarily or for the remainder of the event. A parent / guardian and/or your school may be informed. Misuse of the Q&A or chat may result in some or all functionalities being disabled.

Your environment

- During a meeting you may be able to use your camera and audio function. Please be aware that of your surroundings when using these functions. Check your surroundings for any of the following:
 - **Private documentation** that may be viewed on camera (*for example, bank statements, school documents, address labels, medical records*)
 - **Potentially inappropriate or offensive content/images** (*for example, images on posters or clothing*)
- **Make others in your surroundings aware** that you will be joining an online session, when the session will take place, and let them know that they may be visible on live camera/audio.

If you do not abide by this code of conduct, you may be asked to turn off your camera/audio for the session.

Sharing / Recording the Session

- You should **not record any session**, for any purpose. If you are unable to attend a session and would like information on the content, please contact the event organiser.
- Where appropriate, the shared content of a webinar session may be recorded with the presenter(s) permission. You will never be recorded in a session (chat, video, or audio) without being asked in advance, and giving your written consent.

Safeguarding

Your safeguarding and welfare are our top priority.

The designated safeguarding lead for our access events is **Dr Sandra Campbell**. This means she is responsible for keeping you safe and well during our events.

Please email Sandra (access@sjc.ox.ac.uk) if you have any concerns about the following:

- You are feeling unhappy
- You are feeling unsafe
- You have concerns about another pupil or an adult

She will be able to support you and get you the help you need.

