

## **Forest of Bowland AONB Partnership Code of Conduct for Online Events**

The Forest of Bowland AONB Partnership welcomes the engagement and awareness raising opportunities offered by online platforms and we are working to make our virtual events as safe and enjoyable as possible.

By taking part in one of our online events, participants are agreeing to adhere to the code of conduct below:

- Please do not share the event joining link with anyone else. This helps us to manage our audience numbers.
- "Waiting rooms" will be in place whenever possible
- Please arrive on time as public events may be locked after the session has started
- You are welcome to keep your camera turned off but may be asked to prove your identity via another means if attending an event aimed at families/young people
- In-meeting chat will only be allowed publicly with the entire audience, or privately with the meeting host where possible.
- No host or attendee should take part in a one-to-one conversation with a participant under the age of 18 unless that person is their parent/guardian
- You must not seek out individual members of staff or other participants online
- You must not use the full names of other participants anywhere on a website, blog or social media
- Please do not give out any of your personal information during the session, or that of anyone else
- Inappropriate or abusive behaviour or language will not be tolerated. Offenders will be removed from the session and may be referred to the appropriate authorities
- If online sessions are recorded, or screen shots taken, participants will be informed beforehand and given the option of turning their cameras off and re-naming their video thumbnail
- You should not take photographs or screen shots during an online event, or record the event by any other means
- If any participant feels unsafe at any point during one of our online events or meetings, please let the host know via the private chat function as soon as possible