



## **Roundhouse Studios Digital Session Guidance**

Whilst taking part in Roundhouse Studios Digital programmes we want you to have a positive experience and enjoyable time. To do this we ask that you are mindful of others and follow the Digital Session Guidance as set out below;

**As a young person taking part in Roundhouse Studios Digital projects, we understand you have the right to:**

- Enjoy the time you spend with us and know that you're safe
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Be listened to, treated fairly and encouraged to develop skills with our help

**As a young person taking part in Roundhouse Studios Digital projects, we would like you to:**

### **The Essentials**

- Keep yourself safe by listening to Roundhouse staff, behaving responsibly and speak out when something isn't right
- Roundhouse Studios Digital activities are a safe space for everyone, smoking, consuming alcohol, and being under the influence of substances is not allowed.

### **Behaviour**

- Respect and celebrate differences. Do not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability
- Treat staff and other young people with respect and appreciate that everyone has differences
- Everyone has the right to feel safe from aggressive or intimidating behaviour
- Report any incidents of bullying and / or harassment to a member of Roundhouse staff, even if you are just a witness

### **Session Guidance**

- Dress appropriately for the session-as you would if you were to visit the Roundhouse
- Ensure that the space that you are in does not reveal any personal / sensitive information and your background is clear of any inappropriate material (i.e. posters)
- Listen and allow people to speak, try not to talk over others
- Keep your microphone muted unless you are invited to speak
- Use the "Raise Hand" function if you wish to speak. The session host will acknowledge your request and invite you to speak when appropriate to do so.
- If you are disconnected for any reason you can rejoin the call, and will be re-admitted by the host.
- Use the chat function responsibly
- Do not record the session (visual / audio), this will breach GDPR legislation
- If you have any questions during the session, you can contact the host using the chat

We expect all young people to follow the behaviours set out in this guidance, if you do not meet the above expectations you may be asked to leave the online sessions

**If you feel that any part of this guidance has been breached, or you would like to raise a concern, please contact the session host or email [advicebase@roundhouse.org.uk](mailto:advicebase@roundhouse.org.uk)**