



Worcestershire
Wildlife Trust



Digital events for families

While we can't meet you face to face we are bringing you some exciting events to help keep you connected to your local wildlife! Please read this document so that you know what to expect and so that we can keep these events enjoyable and safe for everyone!

Code of Conduct for Online Events

Just like in real life, we want everyone to be kind, respectful of each other and to stay safe at our events. Please help us by doing the following:

- Have your video on at the start – we encourage this so that we can all say hello and we can see who everyone is.
- Follow the host's instructions – we will ask you to mute and turn off your video at certain points so everyone can concentrate on the activity being shown. We will explain how you can ask questions.
- Be respectful of other each other – we want everyone to enjoy the event, any unkind behaviour will result in that person being removed from the call.
- Do not share any personal details with others – keep yourself safe.
- Try and be in a quiet space – this is so that everyone will be able to hear each other.
- Try and make sure you're not interrupted or switch off your video if you think you could be – the event is only for those people who have registered. Please do not share the Zoom event link with anyone else.

Thank you



What we are doing to keep these events safe for everyone...

- **Ask participants to register for the Zoom event** – we are asking you to register for this event using a link we provide. You will then be emailed a passcode and link in order to join. We can see who is registered and will only allow people whose Zoom names we recognise to join the event.
- **Families only** – we will do our best to ensure that only families join the call by asking for the ages of your children when you register. We will also encourage you to have your screen on, at least for the introductory part of the session, so we can see who everyone is. We recognise that some people may have privacy concerns/ old technology and may not be able to do this, please contact us before hand if this is the case.
- **Waiting rooms** – we will be enabling the waiting room. This gives us control over who enters the event. We will be checking names against those registered for the event. Please help us by ensuring your Zoom account name is the same as the name given at the booking stage.
- **Muting and blocking** – we will mute people and block them entering or interacting in the event if someone ignores the code of conduct repeatedly or behaves inappropriately. This to make the events fun and friendly for everyone.
- **Recording the webinars** – we will not be recording these events.
- **Adult ratios** – as with a face-to-face event, we will ask parents to stay with their children for the duration of the event and there will always be two WWT staff members present.
- **Private messaging will be turned off** – we will make sure the private message is off so participants cannot receive private messages from anyone other than Worcestershire Wildlife Trust, the host. You will still be able to send messages to everyone via the chat function so that you can ask questions about the activity when prompted.
- **File transfer and screen share will be turned off for participants** – we will be adhering to these basic safeguarding standards when operating a Zoom event. Best practice is at the heart of Worcestershire Wildlife Trust's safeguarding procedures.

What is Zoom and how do I access it?

Zoom is an online platform which allows people to audio call, video call and instant message in group chats and discussions. You can find out more here - <https://www.net-aware.org.uk/networks/zoom/>

We will send you a link that allows you to register for this event by email. If you haven't already you will need to download Zoom to your phone, tablet or computer. This is easy to do by following the instructions given on screen.

1. To join the event, click on the link in the email sent by Zoom following your registration.
2. Please make sure your Zoom account name is the same as your actual name. We will only let people into the event who have account names we recognise.
3. Enter your email address
4. A screen will appear showing that you are waiting to be allowed entry into the event by the host.