

Code of Conduct

Six great things to be during our sessions:

Be respectful

Please show respect for the workshop leader and other participants by being helpful and supportive.

Be inclusive

In short, just love everyone for being themselves! The Cultural Spring stands against discrimination including age, gender identity, sexual orientation, race, ethnicity, national origin, religious affiliation, health (mental or physical), disability, body type, or immigration status. Please be mindful of your language and behaviour during our sessions.

Be kind

Remember to treat others in the session politely and with kindness so everyone can feel positive and good about themselves.

Be supportive

By working with the other participants and workshop leader, everyone can achieve personal success.

Be involved

Actively participate in sessions to maximise your personal experience.

Be joyous

Celebrate everyone's successes throughout the sessions, helping to boost confidence and enhance feelings of wellbeing.

Information for people taking part in group sessions

- Do not reveal personal information such as your address, phone number, date of birth, bank details, passwords, or details about your place of work. (This list is not exhaustive)
- The same rules apply to other participants in your session – do not reveal any personal information you may know about others you may know in any online sessions.
- Do not share any session IDs and passcodes for any online sessions.
- Please mute your microphone if asked to do so by the workshop leader.
- Always immediately report to the workshop leader any message you receive that concerns you or that requests personal contact with you.
- Sessions may not be recorded by participants. If you want to take a photograph of the online workshop or record it in any other way, you should seek consent from everyone in the group first.

- Workshop sessions, and any associated materials shared by the workshop leader, may not be duplicated and/or shared without the workshop leader's prior consent. Under no circumstances can it be duplicated or shared for financial gain.
- Participants must ensure that no personal data is visible behind them when taking part in an online platform such as Zoom.
- Participants may use virtual backgrounds during online sessions, providing they are not offensive, contain targeted harassment, political or contain personal information of the participants or other people (including family photographs).
- All of the above points also apply to any breakout rooms used within an online session.

Information for parents and carers

- Parents and carers must give prior consent to their child taking part in any lessons delivered by The Cultural Spring. Under 16s should be accompanied in online workshops by an adult.
- Parents and carers are reminded that for the duration of the session, the space in your home where you are interacting in the session is public and will be visible via your camera, and audible. Language must always be appropriate during sessions, including any other family members that may pass in the space being used for the online session.
- Parents and carers should make their presence known to the workshop leader at the start of each session.
- If a parent or carer is not present when the session begins, the workshop leader will disconnect the child from the session. However, they can re-join once a parent or carer is present.
- If any parent or carer have any concerns with regards to the behaviour of a workshop leader, or the content they are providing, they should leave the session and contact info@theculturalspring.org.uk outlining the issues.

Zero tolerance

Inappropriate behaviour, actions or activities by any participants or workshop leaders could result in action being taken which may include legal action and/or involvement of police.

Privacy Policy

The above points are all in addition to The Cultural Spring's existing Privacy Policy, which can be found here: <http://theculturalspring.org.uk/about-us/privacy-policy/>

Contact

If you have questions about any of this information or any concerns, please contact info@theculturalspring.org.uk.