



Helping young people affected by
parental mental illness

GUIDELINES FOR ONLINE ACTIVITIES WITH OUR TIME

Due to the emergence of COVID-19, Our Time has temporarily suspended all of its KidsTime Workshops and other in-person activities, in line with government guidance.

However, we want to work digitally to connect and support our families and during this time. To do this, we need to use online and digital platforms. When using these platforms, it is important that everyone follows our online code of conduct in this document, so that we keep our staff and families safe.

Our main way of communicating and working digitally with families will be with the online platform [Zoom](#), which is an online live video conferencing service.

We may also use other methods of digital engagement, including uploading user-generated videos/pictures to our website, issuing newsletters or bulletins or other social media platforms, in accordance with our [privacy policy](#) and specific photo/video/audio privacy policy (available on request).

If a family takes part in one of your local online sessions or in any other form of digital communication you have set up locally, please make sure you follow this online code of conduct at all times. The same code of conduct applies to any online sessions hosted by Our Time.

Please ensure that parents with younger children understand how we protect their children's privacy and that they are aware of the guidelines outlined in this document.



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CODE OF CONDUCT FOR ONLINE ACTIVITIES

KidsTime Workshop Team/Staff/Facilitators

In order to take part in online activities affiliated with Our Time, we ask that you adhere to the following:

1. Young people should seek permission from their parent or guardian to take part in each online activity.
2. All online sessions will be led by a staff member. There may be other staff members taking part in the session to provide content and facilitate activities.
3. For the Our Time 'Listening Session', held weekly on a Wednesday evening, an anonymised session summary of relevant points from the discussions will be sent by the Session Lead to the Our Time Operations Manager and relevant Workshop Lead.
4. For activities with movement, please advise the family/young people/children to find a flat floor space without furniture and check for anything that might present a safety issue, such as wires, sharp objects etc.
5. For activities with movement, please advise the children/young people to wear loose, comfortable clothing and trainers so that they can move about easily.
6. Normal safeguarding rules apply. If you have a concern about a child/young person's safety, please notify the workshop safeguarding lead (usually the workshop leader), and feel free to contact the charity if you feel the need to do so.



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7. Help the children/young people to stay safe online and remind them that they do not need to share anything they don't want to.
8. Unless otherwise notified, Our Time will assume that all information and permission granted for the in-person workshops will remain the same for our online activities, including all photo/video/audio/social media consent.
9. Activities will not be recorded by Our Time and its partners unless notified in advance and appropriate permission is sought.
10. Anyone taking part in the online activities is not permitted to video/photograph/record or use any form of social media to display the activity. The only party allowed to do this is Our Time staff, and only when permission is granted.
11. Please ensure that all those taking part in the activity on-screen, or via audio, are there with your consent, to ensure young people are protected.
12. Please do not share the Zoom link as this could grant unauthorised access to those outside the Our Time network, and places others in a vulnerable position.