**GUIDELINES FOR LISTENING SESSIONS WITH OUR TIME**

The Listening Sessions will be held fortnightly on the online platform [Zoom](https://zoom.us/). They are a safe space for young people to express their thoughts and feelings through discussions, games and activities.

**CODE OF CONDUCT FOR LISTENING SESSIONS**

1. A new Zoom link, with a password, is to be sent out to the attending YP / Parent / Guardian the day before each session.
2. The waiting room must be enabled so that the Session Lead is able to see who is joining the session.
3. 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.
4. Private chat should be disabled on the session so that the YPs cannot message each other privately.
5. 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.
6. 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.
7. Activities will not be recorded by Our Time and its partners unless notified in advance, and appropriate permission is sought.
8. 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.
9. 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.