



Code of Conduct for Remote CPD

At ConnectED we want everyone to enjoy taking part in our online training, so we ask all participants to follow our Code of Conduct:

- Please join the training session punctually at the agreed time. (It may be difficult for the trainer to admit someone promptly to the session once he / she is presenting.)
- Please ensure that mobile phones are turned off or put on silent mode for the duration of the session.
- Active participation is encouraged. Please be ready to ask questions and share relevant experiences or strategies.
- Please be aware of the effect that your words / actions may have on others and show respect towards one another during the session.
- Although all participants should be aged 18+, please remember that children may be present in a participant's room, so please speak and act accordingly.
- Please avoid side conversations: If you are unsure of anything being discussed in training please ask the trainer to clarify.
- Please take turns to speak; if a natural pause does not occur in a discussion, use the 'raise your hand' button to indicate that you are waiting to contribute.
- Sensitive matters discussed in training specifically relating to individual experiences or schools must be regarded as confidential and must not be discussed outside the training session.
- Please keep your log-in details private, delegates should sign up individually for each training session.
- The training session may be recorded and shared more widely. If you do not wish to be recorded you can turn off your camera and, if you want to ask a question without being recorded, you can type your question using the chat facility. (Zoom allows participants to rename themselves if you wish to preserve anonymity.)
- Our remote CPD sessions usually run without difficulty, however please remember we are relying on technology! If there are any technical issues during the session, please do bear with us while we resolve any problems
- In the unusual event that any participant does not respect our Code of Conduct, we may ask them to leave the session.
- If anything during a training session concerns you, or you have any other problems/concerns, please alert your host or email director@connectedtsa.org Any reports will be dealt with discreetly and in confidence.
- At the end of the programme you will be asked to complete an evaluation form. Constructive criticism is important and appreciated since it can be used to improve future training.

Thank you.