

Guidance for Young People participating remotely

We want to stay connected, create work and support each other. In order to do this, we are going to use digital platforms including zoom and e-mail as well as contact by phone. When using these platforms, it is important to protect you and your families and make you feel comfortable.

LIVE VIDEO CHAT

- Be kind
- You will need to register for sessions via survey monkey and a parent or carer will need to complete the details if you are under 18
- Never use your full name, first names will do
- Make sure people you are living with know you are on a live video chat, don't include them in the chat but ensure the door to the room you are in is open
- As you will be on camera participants will be able to see part of your home, please consider what is behind you and ensure you are not showing anything you wouldn't want to be seen and that there is nothing visible which identifies where you live
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Remember it's easy to misinterpret things online
- You will be held in a waiting area, the group leader will admit you to the session once they have identified you and marked you on the register
- Refer to a group leader directly if you feel worried about anything
- Do not record or take photos of anything without the consent of the group
- If you are worried about anything, message the session leader

E-MAIL

- You will only be contacted by a member of staff from their Wiltshire Creative, professional e-mail account, or a Wiltshire Creative auto response account
- An additional member of staff, parent or carer may be included for quality and monitoring purposes
- In the case of group e-mails, all addresses will be hidden except for the sender

PHONE CALLS

- You will only be contacted by a member of staff from the Wiltshire Creative phone system, a phone with ID protection or a Wiltshire Creative skype number
- If you wish to speak to a member of the Take Part Team please e-mail them and they can arrange an appropriate time to contact you

If you are worried or concerned about anything, please contact a member of Wiltshire Creative staff - they will listen and help you find the right support.

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