**Online Activities – Set-up & Online Safety Agreement**

**An appropriate adult must always be nearby during the day and will be responsible for monitoring your child’s online activity. As always, we encourage you to work with your child on their project.**

Science Oxford staff and STEM volunteers will:

* have 2 DBS-checked staff present at all times
* use workplace email accounts and a shared password to log into all online platforms
* ensure there will be no 1:1 engagement.
* ensure no staff member or volunteer will use these online tools to contact participants outside the prearranged times
* use professional language, dress, and behaviour throughout the session
* ensure that their video background is appropriate
* be the last to leave the video call
* monitor the chat for inappropriate messages, or those containing identifying information

Participants will:

* use appropriate language and behaviour throughout the session
* ensure that they are dressed appropriately and that their background is neutral or that their camera will be switched off
* ensure that an appropriate adult is nearby
* keep all conversations in the group channels, and not attempt to contact staff members or other participants privately via this platform
* not record any part of the video calls
* use first names and initials only, and not share any identifying information such as email address in the chat or within their projects

**The activities that comprise the workshop have been designed using a Windows computer. They should be accessible using other devices but if your child will be using a tablet during the workshop, please contact** [**Sarah.Townson@scienceoxford.com**](mailto:Sarah.Townson@scienceoxford.com) **for instructions on how to check the software.**

**Video Sessions**

The workshop will run over Zoom, which can be accessed via a laptop, tablet, or mobile phone. A waiting room will be enabled, and only participants will be given access.

When you first log in, your webcam will be turned off and your microphone muted.

**Parts of the video calls may be recorded, so that your child can refer back to the instructions. Please do not turn on your webcam unless you are okay with being filmed.**

Make sure you have a neutral background, and that other household members are aware that this event is taking place. There is the option to blur your background.

Do not unmute your microphone unless asked to do so – you can ask questions using the chat function.

Please change your name (by clicking on the name) to a first name only.