

## Penny Brohn Zoom Room Rules

For the comfort and safety of everyone joining our online groups we have a few room rules we ask everyone to observe. Thank you.



- Try and arrive on time for the start of the session if you can, if you do join late please mute yourself on entry to avoid disturbing others
- In general it makes for a better group experience if people can see each other, but do feel free to turn your video camera off if you are not feeling up to being visible that day
- Make yourself comfortable and feel free to join the meeting from your favourite cosy space, but if your video camera is on, please check what can be seen by others. Although pyjamas are fine if you're currently bed-bound, do dress in a way that is appropriate for a group gathering.
- Please keep yourself on mute unless you are talking, especially when there may be distracting noises in the background
- Participate in discussions and question and answer sessions, if you want to, but please listen to others and help the meeting host to ensure everyone gets a chance to speak if they wish. The group lead may suggest using the hands up icon or typing questions into the chat box
- If group participants share personal stories and sensitive information, please treat this as confidential and avoid disclosing anything outside of the group without their permission
- Should a group participant share information that raises a concern for their personal safety, we will follow this up privately in line with our safeguarding responsibilities
- Technical failures and internet problems are quite common with online platforms, if the facilitator or another participant experiences problems please be understanding
- In the unlikely event that a group participant says or does something inappropriate in a session, we will immediately remove them from the room and may take further action if necessary