

## Online Masterclass Events: Code of Conduct

This code of conduct is to ensure that Ri Masterclass events are open, safe, fulfilling, and a welcoming environment for everyone's thoughts and ideas.

**Everyone involved in an Ri Masterclass event is responsible for following the Code of Conduct**, including all event organisers, supervisors, participants, presenters, and volunteers. Anyone who does not follow these guidelines may have to be removed from the event and the event organisers reserve the right to inform participants' parents/carers and teachers.

### Behaviour

Being a part of this day means:

- Being kind, respectful and inclusive to everyone
- Respecting and listening to each other's views; if you disagree with someone, challenge and discuss their idea, not them, not insulting or belittling them.
- Using welcoming and inclusive language
- Treating everyone equally

Avoid potentially harmful language, such as:

- Using words like "crazy", "dumb", "insane", "lame" or using terms such as "OCD" out of context. These are examples of ableist language, devaluing people who have physical or mental disabilities. Its appearance often stems not from any intentional desire to offend, but from our innate sense of what it means to be normal. These words can be avoided by using more fitting, clearer descriptions of what we want to communicate.
- Using gendered terms like "dude" or "guys" to address a mixed group of people. This contributes to furthering exclusion of underrepresented individuals, as does using gendered terms in contexts where the gender is unspecified (i.e. you should use "they" if the person hasn't clearly stated their pronouns).

We will NOT accept violent or threatening behaviour, harassment or hate speech, discrimination or intolerance or display of inappropriate content.

This includes, but is not limited to, offensive verbal or written comments or visual content related to gender, age, sexual orientation, disability, physical appearance, body size, race, religion, perceived intelligence or class; exclusionary jokes (even ironically); sharing inappropriate content; deliberate intimidation; photography or recording without consent; and sustained disruption of talks or other events.

**If what you're doing is making someone feel uncomfortable, that is enough reason to stop doing it.**

### Online Safety and Safeguarding

#### Supervisors:

There will be at least one supervisor present in each 'room'. These are the only people who can send or receive private messages.

If you are uncomfortable about anything, for example, something another participant is saying or doing, you can message one of the supervisors privately. Please also tell a supervisor if anyone is breaking the code of conduct or acting inappropriately in any way. They will deal with the matter appropriately and as quickly as possible.

Supervisors may need to pass details of your comment or complaint on to other such as the Ri's safeguarding team, particularly if it raises any concerns over the safety of yourself or another participant. Everything will be treated with respect, care and privacy.

### **In order to keep all participants safe:**

1. You must not share your own or others' personal details at the Masterclass event – this includes contact details, social media or other online account names/handles, links to my blogs/streams, links or codes to access games, etc. This protects everyone by making sure that you are not providing ways to send private messages.
2. You should not share anything that someone else has shared without their permission. You must not take and/or share any pictures or recordings of the event which include other participants.
3. You should use parent or carer's account to access the event platform.
4. If you do not wish to be seen and/or heard by other event attendees, you can turn off your camera and/or microphone.
5. Everyone should use appropriate language at all times and must not share, link to or display any inappropriate materials or content, including in the background of their video or audio feeds.
6. You should make sure that you are appropriately dressed (clothing that covers both the top and bottom half of the body).
7. You should follow the session supervisor's direction on what my screenname should be.

### **If you have any concerns:**

If you are concerned about another participant or if you are not happy with how a supervisor has handled a concern you reported to them, you can contact the Ri's safeguarding team directly:

- Samantha Durbin on **07741 657 952** or [sdurbin@ri.ac.uk](mailto:sdurbin@ri.ac.uk)
- David Porter on **020 7670 2954** or [dporter@ri.ac.uk](mailto:dporter@ri.ac.uk)

Any situation will be handled following the Ri's Safeguarding Policy. The Safeguarding team will inform you of the procedures to follow based on the information provided.

Please bear in mind that all reports are private and details should not be shared.