

# MORTAL FOOLS

## Online Behaviour Code for Members, Parents & Carers



Mortal Fools understands the importance of children and young people being able to use the internet for education and personal development. Mortal Fools wants to work digitally and online to connect, create work and support beneficiaries. However, we also recognise that safeguards need to be in place so that children and young people are always kept safe.

We aim to support children and young people to use digital platforms including social media platforms, games and apps.

When using these platforms, it is important to protect you and your families and follow our behaviour code. As always please remember our Mortal Fools expectations:

**Be Brave      Be Kind      Be Yourself**

### WHAT WE NEED YOU TO DO

**Child or Young Person:** please read the following behaviour code and discuss it with your parents or carers and Mortal Fools' staff if you need to.

**Parents/carers:** please read and discuss this behaviour code with your child/young person and then email or speak to your Mortal Fools staff contact to confirm you have done this before your child/young person starts a project. If you have any questions or concerns, please speak to a Mortal Fools staff contact (contact details below) or your group practitioner.

### RULES FOR WORKING ONLINE

- You must be responsible for your behaviour when using the internet, including social media platforms, games, and apps. This includes the things you access and the language you use.
- You must not deliberately browse, download, or upload material that could be considered offensive or illegal. If you accidentally come across any such material, you must report it immediately to Mortal Fools staff and your parent/carer or a trusted adult (e.g., teacher).
- You must not send anyone material that could be considered threatening, bullying, offensive or illegal.
- You must not give out any personal information online, such as your name, phone number or address.
- You must not reveal your digital passwords to anyone.
- You must not arrange an online video chat or other online interaction with any adult unless you have discussed this with your parents or carers, and they have given you permission.
- You must not arrange a face-to-face meeting with someone you meet online unless you have discussed this with your parents or carers, and you are accompanied by a trusted adult.
- If you are concerned or upset about anything you see on the internet or any messages that you receive, you can talk to Mortal Fools staff during sessions and/or your parent/carer.

## **EXTRA RULES WHEN USING LIVE VIDEO CHAT (e.g., Youth Theatre Workshops on Zoom)**

- Never sign in using your full name, only your first name
- If you are under-13, you must log into online platforms using your parent or carer's log in
- If you are under-13, your parent or carer must 'drop you off' at the session and 'pick you up' afterwards by appearing on the camera at the start and end of the session and confirming with your practitioner that they are nearby in case you need their support during the session.
- Make sure people you are living with are aware if you are participating in a live video chat. Don't include them in the chat and remind them not to appear in the background (except for the note above about parents and carers).
- Wear appropriate clothing, even on parts of you that you think won't be seen.
- Remember it's easy to misinterpret things online – be kind.
- Refer to a group practitioner directly if you feel worried about anything at any time. On Zoom you can do this by asking to speak to them or sending your practitioner a private message in the chat box. If you need to, you can choose to leave the meeting. If you do leave the meeting, please let your parent/carer know and they can contact Mortal Fools.
- Mortal Fools will record all Zoom sessions for everyone's security and safety. Young people may not record or take photos or screenshots of anything during the session.
- You should only use a virtual background during sessions if it is for an activity.
- You must always have your video camera enabled if you are in a session, unless you are participating in an activity that requires you to turn it off and on again or the group is on a break. It should not be turned off for a prolonged period of time. If you need to take a break from an activity or the session individually that's fine, you can either:
  - Tell your practitioner and stay on camera and mute yourself.
  - Tell your practitioner and leave the meeting and then re-join when you are ready. But remember you may be re-joining halfway through an activity, if this happens then wait until you are able to join in the activity again.
- If your behaviour becomes disruptive, disrespectful or unkind and cannot be dealt with in a session you may be removed from the session and your parent/carer will be contacted.

## **RULES WHEN SUBMITTING PRE-RECORDED VIDEOS OR AUDIO**

During Mortal Fools projects, you might submit pre-recorded videos or audio recordings, e.g., filmed on a phone or iPad, you should follow these rules to stay safe:

- Don't use your full name.
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g., a sports club or activity).
- Don't film anyone else under the age of 18.
- Wear appropriate clothing.
- Keep yourself safe - don't share something that feels too personal, complicated, or sad.
- You or your parent/carer can let us know at any time if you aren't happy with any pre-recorded content.

## SUPPORT

If you would like additional support to access Mortal Fools online activities, you can inform Mortal Fools via your booking form or by contacting Mortal Fools staff over email or phone (see below).

Practitioners will be made aware of relevant access needs and will plan sessions accordingly. There will be two practitioners in all online sessions plus at least one member of staff on call on the phone to ensure individual support can safely be given to those who may need it during sessions.

Mortal Fools will offer the following additional support to those who may need it:

- A phone call or chat via Zoom with a young person and their parent/carer before a session starts.
- A quick check in slot with a young person to discuss their needs before and/or after sessions.

If you are worried about anything during a session or just need some individual help, tell one of your practitioners by speaking or by using the chat feature and they will help you.

If you are worried about anything online or personal during this period, please contact Mortal Fools staff; they will listen and help you to access the right support.

## MORTAL FOOLS STAFF CONTACT PHONE NUMBERS AND EMAILS

Zoe Anderson – Projects Producer on 07594 798099 or [Zoe@mortalfools.org.uk](mailto:Zoe@mortalfools.org.uk)

Scott Wilson – Practitioner & Coordinator on 07542 312453 or [scottw@mortalfools.org.uk](mailto:scottw@mortalfools.org.uk)

Kiz Crosbie, Online Safety Coordinator / Designated Safeguarding Officer – 07779 579558 or [kiz@mortalfools.org.uk](mailto:kiz@mortalfools.org.uk)

This agreement fits with Mortal Fools' overarching safeguarding policies, including our Online Safety Policy Statement. You can read these on our website [here](#)

More information about online safety is available from [learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups](https://learning.nspcc.org.uk/safeguarding-child-protection/online-safety-for-organisations-and-groups)