



SScOT Code of Conduct for Virtual Events

Last updated: October 2020

We look forward to welcoming you to our virtual SScOT event! To ensure everyone remains safe and happy, we ask that all parents/guardians and tutors read and adhere to the following guidelines for virtual events. Please ensure you have also familiarised yourself with SScOT's [Child Protection Policy](#).

At time of application:

- Parents will be given access to these guidelines, and our full child protection policy, at time of booking. Please direct any queries to admin@sscot.org.uk.
- Please note that participation is limited to under-16s only. Participants should be playing at Grade 2+. Please be aware that there are limitations to the structure of the online session and that individual tuition will not be given; younger or less advanced students will be supported as much as possible but may find playing along harder than they would at an in-person Play Away Day.

During the Zoom Meeting:

- The Zoom link and password will be shared on the morning of the event, to the email address given at the time of application. Meetings will be password-protected.
- At the start of the meeting, participant microphones are off by default. Video is on by default so we can be sure of who is attending the event.
- A waiting room will be in operation. A parent should check that the pupil is correctly named before joining the session. SScOT staff will have a list of who is registered for the session, and anyone who is not registered will not be admitted to the meeting.
- Participants will remain muted except where specifically invited to participate. Participants can use the 'raise your hand' feature if they wish to ask a question.
- Speaker view or gallery are controlled by the participant and may need to be changed throughout the session as appropriate – if the child is not familiar with Zoom a parent should be available to ensure an appropriate setting is chosen.
- At least two representatives from SScOT will be present in each session, including the section leader. All participating staff will be co-hosts of the meeting with the ability to remove any participant whose behaviour is deemed disruptive or inappropriate at any point.
- The sessions will not be recorded and chat functions will not be in operation.

Guidelines for parents and pupils

- Please ensure your child's name is correctly entered in the Zoom profile before starting the session.
- Make sure your device is plugged in or fully charged
- Be conscious of the location you choose and of others in the room: we recommend using a shared space (eg living room) rather than your child's bedroom unless there is no alternative. Please ensure any children who are not participating are kept away from the session.
- We recommend that a parent or guardian remains in the room at all times
- If multiple children from one family are taking part, they may join through one device but we ask that a parent remains present to ensure that the students' focus remains on the session rather than on each other
- Children should be dressed appropriately, as if they were attending a Play Away Day in person.
- Internet connection quality will make a significant difference to the quality of experience: please ensure that no one in the house is using the internet for anything that uses a lot of the bandwidth (eg streaming Netflix, downloading music, playing online games) for the duration of the session.
- If parents have any concerns they are free to leave the Zoom room at any point and should contact Kate Whitlock on admin@sscot.org.uk or 07763 973842 with any concerns.

Additional guidelines for tutors

- Be conscious of the location you choose and of others in the room: we recommend using a shared space (eg living room) rather than a bedroom unless there is no alternative.
- Close all other web browsers and programmes before the start of the lesson (excluding anything required for screen sharing purposes)
- Do not share any personal contact details and direct any parent queries to admin@sscot.org.uk

If you have any questions or concerns

Please contact Kate Whitlock, Course Director, 07763 973842, admin@sscot.org.uk