

BSMS Outreach: Code of Conduct for Online Activity

To ensure the safety of participants and to provide a positive learning environment, we - Brighton and Sussex Medical School (BSMS) Admissions and Outreach Team - have developed an Online Code of Conduct. We ask participants that they behave with consideration, respect and kindness to other participants during the sessions.

To deliver the online sessions, our default platform is [Zoom Videoconferencing Software](#). Where schools/colleges have restrictions in place, we will use Microsoft Teams.

To ensure your safety and that of other participants, we will: -

- Provide participants with the necessary joining details prior to the session.
 - Where participants register directly via Zoom, joining details will be sent automatically upon registration.
- Enable a waiting room facility for each session to be able to monitor arriving participants.
- For specific activities, provide all participants with allocated display names. Support participants in using the key features and functions in Zoom where required. These may include sending a message in the chat, using the Q&A, raising their hand, muting/unmuting their microphone and navigating the breakout rooms.
- Inform participants when sessions are recorded.
- Ensure that all BSMS Outreach staff and any guest speakers are clearly identified at the start of the session.
- Provide contact details to participants in case they have any concerns they would like to raise.

To participate in BSMS online sessions you therefore agree: -

- To be respectful of others and to not use words or share content that is offensive or inflammatory.
- To not intentionally disrupt the delivery of the session or the participation of others.
- To not give out or record any personal information, such as full name, phone number, email address and/or any other contact details.



- That if we deem you have breached the Code of Conduct, you will be removed from the session and any further action will be taken, as necessary.

Please note that if you have any concerns and/or would like to talk to someone about any of the content covered during an online activity, please contact the Admissions and Outreach Team directly either through the direct chat on the platform or via email: outreach@bsms.ac.uk