**Horsecross Code of Conduct**

**Guidelines for Young People working digitally**

During this period of shutdown we want to work digitally to connect, create work and support each other. In order to do this we are going to use digital platforms. When using these platforms it is important to protect you and your families and follow our online code of conduct.

As always please remember our company rules

* **Be inclusive – this project is for everyone.**
* **Use appropriate language for everyone involved.**
* **The use of negative ‘hate’ words will not be tolerated, and will be discussed. 2 warnings may mean you are excluded from being involved in the project.**
* **We are working as a team, to support each other through this creative process. Although we are not in weekly rehearsals to create our show, we are still a cast. We expect you to behave professionally, bring all your creativity and ideas and have fun.**
* **This project is for YOU; made for young people, by young people. We are here to listen to your ideas, facilitate your creativity and guide you to make the videos how you see them.**

**LIVE VIDEO CHAT**

* Be kind.
* Never use your full name, first names will do.
* Make sure people you are living with know you are on a live video chat. Don’t include them in the chat.
* Wear appropriate clothing, even on parts of you that you think won’t be seen.
* Remember it’s easy to misinterpret things online.
* Refer to a group leader directly if you feel worried about anything.
* Do not record or take photos of anything without the others consent.
* If you are worried about anything message the session leader.

**SUBMITTING VIDEOS**

* Avoid using 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).
* Always ask permission to film other people.
* Wear appropriate clothing.
* Keep yourself safe - don’t share something that feels too personal, complicated or sad.

If you are worried or concerned about anything online or personal during this period please contact Horsecross Arts staff they will listen and find you to the right support.

**Katie Mitchell –** **katie.mitchell@horsecross.co.uk**

**Emma Neck –** **eneck@horsecross.co.uk**

**Please email us if you would like to arrange a phone conversation with anyone in the team.**