**GUIDELINES FOR ONLINE GROUPS (inc SEMINARS AND LECTURES)**

Zoom is a recommended platform for online groups as it’s considered to be conscientious in offering a confidential and reliable service. The guidelines below can also be applied to the seminars and lectures.

When meeting online there are particular arrangements that group members need to make to ensure that the boundaries and confidentiality of the group are protected. These include:

* Arranging to be in a quiet and private room for the duration of the group. This may mean making your family and friends aware that this is a confidential meeting which should not be interrupted.
* Ensuring that there are no other interruptions e.g. phone calls, emails, texting etc, by turning off your other devices as you normally would when joining a group session.
* To preserve the confidentiality of the group, the recording facility has been disabled and you are asked not to use the chat function.
* We also recommend you use headphones or earphones when in the groups as this contributes to the confidentiality and can enhance sound quality and/or hearing.
* Ideally joining the online group from the same place for each session. This will be helpful both for you and for other group members. If that is not possible on a particular occasion, please let the group know.
* Treating these online sessions with the same seriousness as a face to face group sessions and not bringing food, tea and coffee, alcohol, or pets, etc, into the group session.

**General Issues**

You can participate in a Zoom group without setting up a Zoom account but it may be helpful if you do so – this is free.

September 2021