

## Zoom Etiquette

We are all using communications methods such as Zoom and Microsoft Teams more, hence SPDC would ask you to adhere to the following basic etiquette to ensure that the experience is both safe and enjoyable for all participants.

- Please be mindful of what is happening in the background around you.
- Ensure you are in an appropriate setting such as a lounge or a kitchen and that it is safe for anyone in the room with you to appear on camera. If not, please switch your camera facility to off. Please note public settings such as park are NOT appropriate because of the need to maintain confidentiality.
- If there is noise in the room you are in such as a TV, please switch your setting to mute until you wish to speak.
- Please be aware that if you move around is difficult for other participants, so, if you need to move, please either switch your camera to off or leave the device you are using in a static position.
- Such meetings are intended to offer peer support, so we rely on participants to support each other by respecting each other's right to privacy.

We want everyone to be able to participate and enjoy such experiences so thank you for your co-operation.

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## Welcome to Sandwell Parents for Disabled Children

*Providing play, leisure time and sporting opportunities for disabled children and young people and their families living in the Sandwell area.*

## SPDC & Families Agreement

*The aim of this agreement is to ensure that all families get the most out of SPDC's activities and feel supported by staff and other families.*

## SPDC will

- Provide a broad range of sporting activities, challenges and social opportunities at a variety of venues and at various times throughout the year.
- Make sure the activities we offer are safe for your family to do by making the appropriate checks and risk assessing where necessary.
- Ensure that our staff and volunteers will treat your family with respect and courtesy and deal with any concerns raised appropriately and promptly.
- Provide fully qualified staff to support you and your family to participate in and get the most out of the activities on offer.
- Treat the information you provide us with as confidential.
- Ensure that decisions about the types of activities we provide, the cost and so on will be made in consultation with parents.

(Please note that neither smoking nor vaping are acceptable on any of the premises or transport SPDC uses. We also reserve the right to refuse a service to anyone who appears to be either intoxicated or under the influence of drugs.)

## We ask you to

- Look at the information we provide about the activities on offer and choose the most appropriate for your family.
- Carefully read and follow the safety information provided for each activity.
- Show respect to other families, our staff and volunteers by raising any concerns you have directly with a member of the staff team which will enable us to deal with any issues.
- Take full responsibility for your family members.
- Respect the privacy of our staff team and other families by not repeating information you have heard or things you have seen during activities, either verbally or via social networks.
- Offer suggestions for new activities or give feedback through the evaluation forms we issue or via our suggestion box or the Events/Fundraising groups.