



Helping young people affected by
parental mental illness

GUIDELINES FOR ONLINE ACTIVITIES WITH OUR TIME

Due to the emergence of COVID-19, Our Time has temporarily suspended all of its KidsTime Workshops and other in-person activities, in line with government guidance.

However, we want to work digitally to connect and support our families during this time. To do this, we need to use online and digital platforms. When using these platforms, it is important that everyone follows our online code of conduct set out in this document, so that we can keep our staff and families safe.

Our main way of communicating and working digitally with families will be with the online platform [Zoom](#), which is an online live video conferencing service.

We may also use other methods of digital engagement, including uploading user-generated videos/pictures to our website, issuing newsletters or bulletins or other social media platforms, in accordance with our [privacy policy](#) and specific photo/video/audio privacy policy (available on request).

If you take part in one of your workshop's online sessions or in any other form of digital communication that has been set up, please make sure you follow the online code of conduct at all times.

It is very important to Our Time that your children's privacy is protected, which is why we've created the guidelines outlined in this document.



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CODE OF CONDUCT FOR ONLINE ACTIVITIES

PARENTS/CARERS & YOUNG PEOPLE

In order to take part in online activities affiliated with Our Time, we ask that parents/carers and young people take note of and adhere to the following:

1. Young people should seek permission from their parent or guardian to take part in each online activity.
2. All online sessions will be led by a staff member. There may be other staff members taking part in the session to provide content and facilitate activities.
3. For the Our Time 'Listening Session', held weekly on a Wednesday evening, an anonymised session summary of relevant points from the discussions will be sent by the Session Lead to the Our Time Operations Manager and relevant Workshop Lead.
4. As we are not there in-person we cannot provide first aid, so please take care and think ahead.
5. Refer to the workshop leader if you are worried or upset about something, as you would in a normal session. If you don't feel you can chat in the session, you can always contact Our Time staff by emailing talktous@ourtime.org.uk and chat with them about the issue.
6. Our Time is not affiliated with the provider of the video conferencing software, and cannot be held responsible for any changes, data loss or software/hardware malfunction. You must read and agree to their separate [terms of use](#).



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7. Our Time is not responsible for any injury sustained during the activities and parents/guardians should ensure children/young people are able to take part, and aren't presenting any signs of sickness, tiredness, injury or other issues, which may prevent them from participating.
8. Unless otherwise notified, Our Time will assume that all information and permission granted for the in-person workshops will remain the same for our online activities, including all photo/video/audio/social media consent.
9. Activities will not be recorded by Our Time and its partners, unless notified in advance and appropriate permission is sought.
10. Anyone taking part in the online activities is not permitted to video/photograph/record or use any form of social media to display the activity. The only party allowed to do this is Our Time staff, and only when permission is granted.
11. Please do not share the Zoom link as this could grant unauthorised access to those outside the Our Time network, and places others in a vulnerable position.

If you are worried or concerned about anything online or need to discuss something of a personal nature, please contact a member of the Our Time team. We will listen and try to find the right support for you.

Although our office is closed, you can contact Our Time staff at talktous@ourtime.org.uk and we will be in touch as quickly as possible, during work hours. Alternatively, you can contact the staff who run your local workshop, and find their details here:

<https://ourtime.org.uk/kidstime-workshop-locations/>