



The Duke of Edinburgh's Award

DofE Ambassador online training programme

Code of conduct

Consent

If you're attending a training session and are under 18 years old, a DofE staff member will have emailed your parent/carer in advance of your training session to gain consent for you to join the training. This consent is required for you to attend the training – without it you'll be unable to attend if you're under 18 years old.

Where will you be?

For an online training session, we ask that you're in a space in which you feel comfortable, and ideally with minimal disruptions for you. Please remember that everyone in the session will initially be able to see the space behind you, and therefore it is important that you are not in a place of personal privacy i.e. bedrooms.

Please ensure that you are dressed appropriately for the training session or meeting.

Alert any members of your household that you are attending a meeting/training session to ensure that they use appropriate language and behaviour if nearby.

As mentioned in the joining instructions, please only use your first name as your display name.

Confidentiality

During the training sessions, the information you share is confidential. You're not permitted to record or take photos during any session – this would be a breach of confidentiality.

Being respectful

Just as we would in person, it is important to remain respectful during all sessions. It may be a little confusing if lots of people are talking at once, so we ask that you allow the host to lead the session and follow instructions as best as you can.

Please note that unacceptable behaviour including swearing and bullying of any kind will not be tolerated. This unacceptable behaviour will be reported back to your Licensed Organisation/school. Actions will be taken to remove anyone disrupting the group from any group sessions.

Please take the time to read and understand these measures. These will ensure we all have a productive and enjoyable experience.



DofE Ambassador online training instructions

This is a short introduction to the use of Adobe Connect with DofE Ambassador training sessions.

Adobe Connect is an online platform for video calls, conference rooms and phone calls.

Joining a session

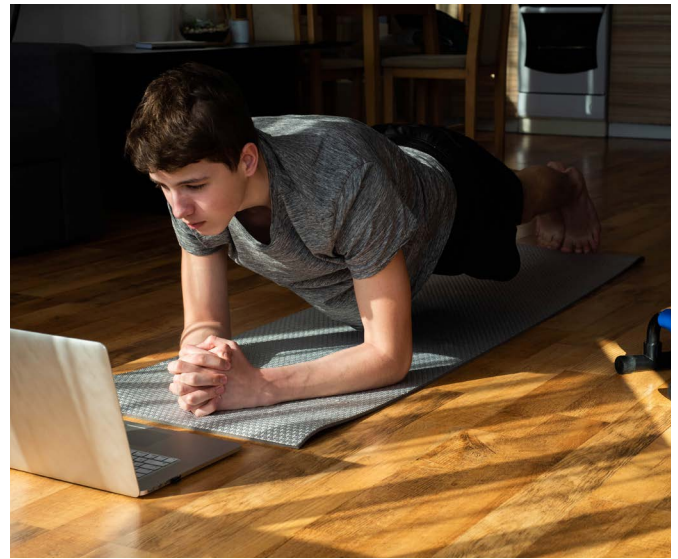
A DofE staff member will email you a link to the virtual Adobe Connect room on the morning of your session.

We've a test area that you can visit to familiarise yourself with an Adobe Connect classroom – [just click here](#).

You'll be sent the link to join the live training room just before the course. If you could please join the session 15 minutes before it starts. Once you click the link, please enter as a guest and enter a display name. Please use your first name only and NOT your full name.

Once you enter you will see a message 'The meeting has not yet started, you will be able to access the meeting once the host arrives. Please wait'. A host will then admit you.

We strongly encourage to use both video and audio to ensure you get the most out of the session.



Using a headset or earphones is very helpful for clearer sound. Once you've chosen the option that suits you, you're in!

There's a toolbar at the top of the page where you can turn your microphone and video on or off.

When the session comes to an end, simply leave and close the application.

See you soon – DofE staff team.

