



**YOUTH  
WITHOUT  
LIMITS**

## DofE Young Leaders Programme Pre-online session information

### Code of conduct

#### Consent

Under-18s are required to have consent from their parent or carer to attend the training; if you listed your age as under 18 in your application, we have emailed your listed parent / carer in advance of the session. Without this consent, under-18s will be unable to attend.

#### Location and dress code

For an online training session, we ask that you're in a space in which you feel comfortable, ideally with minimal disruptions. 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 such as your bedroom.

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



Please ensure that you are dressed appropriately for the training session or meeting; you may not wear revealing clothes or pyjamas. 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 are **not** permitted to record video 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. Unacceptable behaviour will be reported back to your centre. Actions will be taken to remove anyone disrupting the group from any group sessions.

Please ensure you undertake the measures suggested above, these will ensure we all have a productive and enjoyable experience.



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## DofE Young Leaders Online Training Instructions

This is a short introduction to the use of Adobe Connect with DofE Young Leader training sessions. Adobe Connect is an online platform for video calls, conference rooms and phone calls. It is advisable to access this on a laptop or computer, as it can be difficult to interact with all the content on smaller screens like phone.

### Joining a session

A DofE staff member will email you a link to the virtual Adobe Connect room on the morning of your session. 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 is due to start, so we can begin promptly. 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 admit you. We strongly encourage that you click 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 Young Leaders Programme Team.**