



SWAP'RA ONLINE SAFETY - BEST PRACTICE

ZOOM CALLS

- We will use a new meeting room for each session
- Each attendee will sign up via google form and be sent the meeting ID on a private email
- Attendees will only be allowed to join once the host is present
- We will mute attendees on joining and encourage the use of the hand-raise function
- We will lock our meeting room after all attendees are present
- The host will manage the room
- The call will not be recorded by SWAP'ra and we expect that no-one on the call will record it or take screenshots at any point.
- We will not share screenshots of the meeting that include the meeting ID
- We ask you to not share the Zoom link publicly or with anyone else. Those wishing to join the call should sign up on the google form for access.

CONSIDERATIONS

The measures outlined above are intended to let us enjoy our Zoom calls together as safely as possible. However, no internet platform is 100% secure and so we would remind you to consider the following:

- Whilst we encourage and promote breastfeeding, we would like to alert participants to the possibility of hacking and thus the room and your image may not be entirely secure.
- The possibility of hacking has the same implication in terms of your children and we would therefore ask that you ensure all children seen on the call are fully clothed.
- If you do have children with you at the virtual meeting, we would like to alert you to the small possibility of "zoom-bombing" whereby hackers are able to flood meetings with images of pornography.
- SWAP'ra is taking the steps outlined above in order to mitigate the possibility of uninvited guests. Whilst we ask you to be aware of the risks associated with video calls as outlined above, we have implemented safety measures and will remain vigilant throughout the call.
- In the event that a meeting is hijacked or the host has any concerns about online safety, SWAP'ra will terminate the meeting.



SWAP'RA CAFÉ CODE OF CONDUCT

SWAP'ra (charity no. 1185454) exists to effect positive change for women and parents in opera. Our vision is of an environment where women and parents are enabled to thrive professionally, where women are evenly represented in all job roles across the opera industry, and where no one feels they have to choose between professional success and family life.

Our aim at SWAP'ra online events is to offer an inclusive, welcoming and respectful space where women, parents and carers can express their ideas and thoughts and offer practical peer support as we share our positive experiences and some of the challenges of working in opera. Mutual respect, even where opinions might differ, is an essential principle.

We ask that everyone respects SWAP'ra's values, vision and ethos while participating in SWAP'ra online events. This is a fundamental principle and, where necessary, we will deny entry to any individual whose words or actions undermine our ethos.