



Code of Conduct during Network for Children's Rights Online Events

During Network for Children's Rights ("Network") online events, we are all responsible for making sure that everyone's wellbeing and safety is taken into consideration. In the following sections you will find various information to help you ensure the safety and well-being of participants, especially children.

A. Rules of ethical conduct

To make it easier for us all to ensure this, and for us all to be able to feel safe, well and engaged, here are a few rules that we should keep in mind at all times:

1. Treat others as you would like to be treated: do not shout, discriminate, tease, bully or use any form of bad language.
2. Everyone is to be treated with respect: we are all equal, regardless of race, gender, age, religion, education, cultural background or anything else.
3. Use user-friendly language: Keep in mind to speak slowly and clearly when communicating and try to use simple words. It is also ok to ask if you do not understand something that is being said. If something you have said is not clear to participants.
4. Make sure that you listen and allow space for everyone to participate: We want to hear what all participants have to say. Everyone should feel welcome and respected. Sometimes it can be hard to know the right time to speak during online meetings, the moderator will help to organise this but you can also raise your hand or write your question in the chat or Q&A section.
5. Please respect everyone's privacy. Keep in mind to be respectful towards others in your use of social media at all times. Please do not screenshot or take photos of meetings, especially if children are depicted.
6. Use your camera and microphone only if you feel comfortable to do so. There is no obligation to use your camera or microphone during online events. So that we can follow the discussion well, please remember to mute your microphone when you are not speaking.
7. Use the private messenger function wisely. Children and Adults should not send each other private messages unless they are a member of the child participation team, a technical host, a parent/guardian or a supporting adult.
8. Be yourself! You have been asked to participate because we want to hear what you have to say. No suggestions or questions are wrong or bad. Let's all remember to welcome and appreciate diversity.

If you believe that any participant's behavior towards a child is inappropriate, or if you notice that someone is contravening the Code of Conduct in any way, then please share this

information with the Network's Child Protection Contact Person, Alexia Karapatsia, at a.karapatsia@ddp.gr. She will help take care of the situation and assist you in any way needed.

B. Guidelines for Speakers, Moderators, and Participants in Online Events Involving Children

In order to support effective participation and engagement of children and young people during online meetings and events, we have created these guidelines for speakers, facilitators and participants making interventions to keep in mind.

Network's vision and approach on children and young people's participation

One of Network's goals is to engage children and young people in meaningful, ongoing dialogue and to enable them to have effective and fulfilling participation across the different areas of our work. We aspire to empower children and young people by ensuring that their voices influence the decisions and practices of policy makers and practitioners. We believe that children and young people should be actively listened to, treated fairly and have their opinions respected and taken seriously.

Golden rules for speakers and facilitators

- ✓ Use clear, accessible and inclusive language.
- ✓ Do not use difficult words. Or make sure you always explain them clearly. It is ok to explain difficult words more than once. Consider rephrasing something that it is not clear.
- ✓ Avoid using abbreviations and acronyms, or explain them clearly.
- ✓ Use the same word to describe the same thing throughout your intervention.
- ✓ It is fine to repeat important information.
- ✓ Do not send direct private messages to children during meetings. The technical support team will be available to support if messages need to be passed on to child participants.
- ✓ Do not take photos of or record children.
- ✓ Be aware that we never share the last name of child participants.
- ✓ If any subject matter has the potential to be particularly sensitive, please inform the child participation team in advance so that they can appropriately prepare the children participating.

Further tips to be kept in mind

- ✓ Remember the value in hearing children's opinions. Be sure you listen carefully.
- ✓ It might be very intimidating for a child to speak up in an online meeting with many adults, particularly as the online nature means all focus is on the person speaking.
- ✓ Every time you reply to a child try to compliment them on some parts of their comments, and if you are to disagree with the point made by a child then be careful to frame it so that the child does not feel humiliated.
 - For example: "That is a very good question"; "Actually, many people think so but the fact is..."
- ✓ Never tell a child that their opinion/answer is wrong.
- ✓ Never insist a child uses their microphone or turns their camera on. It should be made clear that use of the microphone/camera is entirely voluntary for all participants.

- ✓ Never speak down to a child or use phrases that imply that they know less because of their young age.
- ✓ If a question or a comment from a child is unclear, then offer assistance by asking them questions to clarify what they are trying to say or repeating your understanding of the question/comment and confirm that this is what they meant to ask. If it is not, then help the child guide you in the right direction by asking them clarifying questions.
- ✓ Keep the same tone in your voice as you would when speaking to an adult, but ensure you use accessible language.
- ✓ Show respect to the different opinions children might have from yours. Remember that they are participating because we want to hear what they have to say.
- ✓ Be careful when you pose a question to a child. They should never feel pressured to answer, but rather be offered the opportunity to do so; never put a child in a position where they have to answer for their whole generation.
 - Tip: Ask “what do you think” rather than “what do children in Europe think”
- ✓ If you are asking a child a question, be sure to make the question short and easy to understand.
- ✓ When providing information, keep it easily understood and relevant.
 - Tip: Use “One of every three individuals applying for asylum were children” rather than “120.000 of the 365.000 people that applied for asylum were children”