MVA & Macmillan 'A Year of Listening' Project
Private Whatsapp Group Rules & Consent Form

*If you require this document in an alternative format, EG: easy read, large text, audio, Braille or a community language please contact Medway Voluntary Action on 01634 812 850 or **contact@mva.org.uk***

Whatsapp Private Group Consent
At the outset everyone must consent prior to being put into a WhatsApp Group as their telephone number will be visible to all within the group, and personal telephone numbers cannot be communicated without consent. No-one will be allowed to access the group without agreeing to the group rules below and completing the consent form at the end of this document.

Purpose Of The Group
The purpose of the Private Whatsapp Group is to provide a platform for people wanting to engage with the project but, who cannot access the other programme activities. It is a 'safe space' for participants to share, send and receive information about the 'Year of Listening project'.

'A Year of Listening' Private Whatsapp Group Rules & Chat Etiquette
Any opinions expressed are the opinions of individual members. Group administrators are not responsible for any comments posted by individual members of the group.
We have a 'zero tolerance' policy when it comes to inappropriate posts and if it found that you have breached this rule you will automatically be removed from the Group. Examples include: using inappropriate language, insulting messages, voicing grievances with the workplace or with individual members of the group.

Participation is not obligatory and if you join, you have the option of leaving. We would hope that all participants can see the usefulness of the group and will cooperative accordingly.

By participating in the projects Private WhatsApp Group, you agree to the below:
- Always keep to the purpose of the group, don't share irrelevant messages about other topics.
- Don't be offended if others leave the group. Not everyone wants the same information.
- Do politely excuse yourself before you leave a group.
- Please do not post in the group either before 9am or after 5pm.
- If someone asks a question and you don't know the answer don't respond with "I don't know". Just wait for someone who knows the answer to reply.
- Please don't send in a hundred "thank you" messages. If you feel gratitude towards someone – tell them in a private message.
- Be kind and courteous at all times - We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.
- No Hate Speech or Bullying - Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like race, religion, culture, sexual orientation, gender or identity will not be tolerated.
- No Promotions or Spam - Give more than you take to this group. Self-promotion, spam and irrelevant links aren't allowed.
- Respect Everyone's Privacy - Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

- As the Group is so big we will rely on group members to report heated conversations, inappropriate behaviour and help moderate the group.
- Post your message in one single chunk of text, don't post every word or sentence in a new message.
- Do not have one-on-one conversations in the group. Switch to private messages.
- If a message asks for a positive response like an RSVP, don't reply in the negative. Only say if you are able to attend. Don't double RSVP if a second call to action is sent out for the same event.
- The group is not a political platform so No arguing, no heated opinions, no fear mongering, no hyped up drama, no fake news. Always check your sources before you share. These types of behaviours will result in you being removed from the Group.
- Never EVER use the group to berate someone else or air grievances. If you have an issue address it one on one with the relevant person.

As a general rule of thumb if you are not sure, ask yourself these three questions before you post:

1. Is this relevant to the project?
2. Is this necessary?
3. Is this a good time to post?

To join the WhatsApp Group now please:

- Scan the QR code or;
- Follow this link: https://chat.whatsapp.com/ELvEQetmEy0Hr9vSQmUUKd

First Name	Last Name	Mobile No	Email Address

By signing this consent form I agree to abide by all the groups terms and conditions as laid out in this document.

Signature:_____ **Date:**_____