



## AOTOS Facebook Code of Conduct for Members

### Rules

1. This is a closed group where members can offer advice, share research and invite discussion. It is a supportive environment and is moderated. We welcome a lively forum but are mindful that such a diverse group could lead to heated exchanges. To that end, we respectfully ask that members support our guidance.
2. The marginalisation of anybody based on gender identity, sexual orientation, race, ethnicity or nationality is not tolerated.
3. We operate a tolerant and open-minded forum and the moderators will take action if a post is seen to target any of the above. Infringements have a scaled response (warning, request, further request) but may ultimately result in a member being asked to leave the group.
4. Please be respectful of stages of learning. As teachers, we seek to enlighten and educate and members are all at different levels of experience. In the end we all learn by listening, asking and taking part.
5. While it is legitimate to disagree with somebody else, it is not acceptable to mock or seek to marginalise them. Undermining is seen as a serious breach of our code of conduct. The language you choose to use is within your gift; if you feel inflamed, please take a moment to reflect or walk away. Alongside this, please avoid starting a conversation in order to deliberately provoke and create disagreement.
6. Through our monthly 'WHAT'S ON WEEKEND' (#WOW)\* we offer members of this group the opportunity to promote their own courses or workshops alongside anything that they see will be of benefit to members or their students.

\*during Covid this has been replaced with a weekly 'TELL ME ON A TUESDAY' (#TMOAT). Prefix any event with the appropriate hashtag and post only on a Tuesday until further notice. Please avoid multiple postings – one per week is fair on all.

7. Please make sure before posting that your event does not occur within 3 days either side of an AOTOS specific event. Details are updated regularly on our website. ([aotos.org.uk/events](http://aotos.org.uk/events)). You can promote your events or courses in a maximum of 2 free emails to members (contact [administrator@aotos.org.uk](mailto:administrator@aotos.org.uk)) or pay to advertise in the AOTOS email newsletter (contact [editor@aotos.org.uk](mailto:editor@aotos.org.uk))
8. Disclaimer: The content and quality of any Member event cannot be endorsed by AOTOS as an organisation. AOTOS members attend these events at their own discretion.

Protocol in case of breaches of the above code:

1. Any private advert posted outside of the #WOW or currently #TMOAT – the admin/moderator will contact the member privately by email and request that they remove the post themselves.
2. Only if this is not adhered to would an admin/moderator delete/hide the advertising post.
3. Any unpleasant comments deemed to contravene the guidance to be hidden by a moderator and other moderators/admins will be informed.

4. We make a public 'warning' post - alerting people to the code of conduct and asking all to abide by it - pointing out that the page is moderated. (Meanwhile, continue to hide/delete offensive posts)
5. An email (not Facebook message) will be sent to the member (check directory) with a warning and a request to moderate their comments.
6. At a 2nd contravention, the moderator/admin will inform the others and a final warning will be emailed (Georgia Barrington).
7. At a 3rd contravention, the moderator/admin will remove the member from the group and an email (from Georgia Barrington) will be sent explaining why
8. The Chair will be informed at this point.

### **Moderating Team:**

Team leader: Janet Shell. Please inform Janet when action needs to be taken

Facebook moderators: Janet Shell/Edwin Pitt-Mansfield/Nicky-Jane Kemp

Twitter moderator: Edwin Pitt Mansfield/Janet Shell

Instagram moderator: Pamela Hay

Facebook administrator: Georgia Barrington

Admin team: Janet Shell/Edwin Pitt-Mansfield/Heidi Pegler/Pamela Hay/Nicky-Jane Kemp//Frith Trezevant/Carrie Simone-Birmingham

NB: it is important that all moderators/admins are informed if this is happening so that some check on an offending member can be made and that all actions are transparent and accountable to other moderators/admins.

- Suggest that this Facebook Code of Conduct is printed in the handbook.
- Suggest that a copy of this Facebook Code of Conduct is sent separately to all new members who join AOTOS and thus the group

**Last updated March 2022**