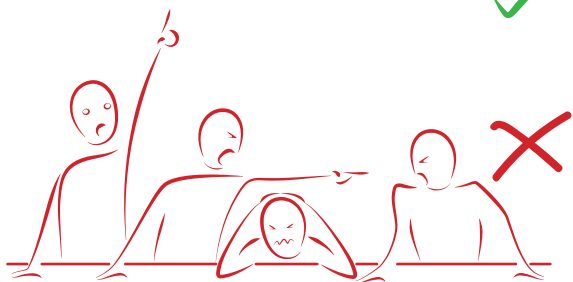
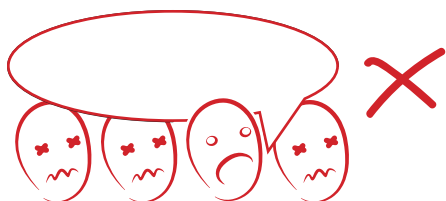




GROUP DISCUSSION CODE OF CONDUCT

At DfA, we want all our members to get the most out of our meetings, so we've set some ground rules to make sure everyone can join in.

IMPORTANT: The moderator decides who can (and can't) take part in group discussions. If you bend or break any of these rules, don't be surprised if you're asked to leave.



This is a whole-group discussion

- Try to keep your questions and comments to-the-point, to make sure everyone gets a chance to speak
- If you have already said a lot during this meeting, consider passing your turn to someone who hasn't spoken yet

If you do talk about a personal experience, make sure it contributes to the topic at hand. **DON'T** just tell a personal story or moan about your own problems.

This is a debate, not an argument

- Only one person should speak at a time
- Avoid using discriminatory or offensive language (including swearing)

If you are genuinely upset or insulted by something said during a meeting, inform the moderator during a break, or contact Trish or Matt afterwards. **DON'T** try to deal with it yourself in the middle of the discussion.

Everyone has the right to say something

- If you don't want to say anything, that's fine too

If you do have something to say, use the cards (see next page). **DON'T** just shout out or butt in.

This is a private meeting

- Be careful with the personal details of others when discussing meetings with someone who wasn't there
- Switch all mobile phones to Silent during the meeting

If you absolutely have to take a call or answer a message, please excuse yourself from the meeting



GROUP DISCUSSION THE CARDS

All DfA meetings use a card system to help them run smoothly. You'll need to familiarise yourself with them to take part in discussions.

General advice

When not using the cards, keep them flat on the table to avoid confusing the moderator.

When you hold your card up, make sure the moderator can see it.

Keep your card up as long as you have something to say. If you change your mind, place the card back on the table.

DON'T use the cards on someone else's behalf unless they ask you to (or unless they are really struggling and definitely can't do it themselves)



Green – I would like to say something

Use this card when you want to say something or ask a question.

If several people want to speak at once, you will need to be patient and wait until the moderator indicates it's your turn.



Yellow – I don't understand

Use this card when you can't understand what the speaker is saying or need them to explain something they said in more detail.

If your question is more complicated than 'What did you mean by X?' or 'Can you speak more slowly, please?', you should probably use the green card instead.



Red – Stop! I need some help

Use this card if you are overloaded or distressed and need to step away from the meeting.

You can also use this card to alert the moderator if you think someone else is having difficulties. DON'T use this card just to disrupt the meeting because you don't like what someone is saying (obviously).