

## Carer Group Agreement - Online

Joining in with a group or an online virtual event/meeting can be daunting if it's a brand-new experience.

We would like to establish some 'house rules' for the understanding and comfort of everyone involved.

By signing up to attend an online event or meeting, you agree and consent to the following.

1. I wish to participate in the online group session.
2. Anything discussed in the session is confidential and is not revealed outside the group. (Please note confidences will be held unless someone is considered to be at risk of harm. Carers Support West Sussex will always keep you fully informed of any actions we may have to take as a result of a disclosure.)
3. I understand that others may be able to see and hear my space at home and that it is my responsibility to ensure this is an appropriate environment.
4. I understand the session will not be recorded, either by Zoom, CSWS or by anyone participating. I will not share or publish it in any way to external parties.
5. I will not forward the session invitation to anyone else.
6. I will not take any 'screen shots' of the session – recognising others in the group may not wish their identity to be shared.
7. I am responsible for providing the wifi/phone/laptop etc I need to access Zoom.
8. I'm aware I can withdraw from the group at any time if I chose not to participate
9. If I wish to prevent my email address from showing on the screen, I will
10. I will keep audio on mute and turn on when I wish to speak or ask questions.
11. Each carer has the opportunity to talk should they wish to.
12. Only one person talks at a time.
13. We all listen to each other.
14. Everyone respects other's points of view. However, language or opinions which could cause offence will not be tolerated and you will be asked to stop. Consideration is given to the caring situation and feelings of others.
15. We are unable to have private conversations with you after the groups – if you would like a 1-1 session, please let us know and we can book you into a phone surgery.

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## Carer Group Agreement – In Person (face-to-face)

Welcome to our Carers Group:

- Here, you will have a safe space to discuss your caring role and time to talk in confidence.
- The Purpose of your group is for carers to discuss and provide peer support about their caring roles.

We ask that:

1. Anything discussed in the session is confidential\* and is not revealed outside the group.
2. Discussions are around your caring role and not other personal matters.
3. If we feel that discussions around personal matters are impacting the group, we will stop the meeting and talk with you in private before re-starting the group.
4. We are unable to have private conversations with you after the groups.
5. If you would like a 1-1 session, please let us know and we can book you into a phone surgery.
6. Each carer has the opportunity to talk should they wish to.
7. Only one person talks at a time.
8. We all listen to each other.
9. Everyone respects other's points of view. However, language or opinions which could cause offence will not be tolerated and you will be asked to stop.
10. Consideration is given to the caring situation and feelings of others.
11. Mobile phones do not need to be off, but in consideration to speakers or other carers if you could put time either on vibrate or silent. If you need to take a call, please do so but could you take it outside of the group please.
12. Breaks - please leave the group if you need to do so.

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## Carer Group Agreement - Carers Café Group

Welcome to our Carers Café Group

- The purpose of our group is for carers to come together within a sociable environment, to meet other carers, and if appropriate to offer and develop peer support.
- Here, you will have a safe space to discuss your caring role and time to talk in confidence. However please be mindful that we are in a public place.
- Our facilitators may be able to provide you with information and guidance related to your caring role, during the group or via a telephone call at a prearranged day/time.
- You are welcome to take a break or leave the group whenever you need to.

We ask that:

1. We all respect each other's points of view, and we all listen to one another.
2. Anything discussed in the session is confidential\* and is not discussed outside of the group.
3. Consideration is given to everyone's caring situation and the feelings of others.
4. Each carer has the opportunity to talk should they wish to.
5. Only one person talks at a time.
6. We all listen to each other.
7. Everyone respects the other's points of view. However, language or opinions which could cause offence will not be tolerated and you will be asked to stop.
8. You aim to keep the conversations and topics related to the bond that connects you all – your caring role. If you feel any other specific topic of conversation is inappropriate, please speak to one of the wellbeing workers.
9. If you would like a 1:1 conversation about your caring role, please let us know and we can book you into a phone surgery appointment, at the earliest opportunity.
10. If you need to take a call, please take the call outside of the group.
11. Our facilitators will start and end the group at the agreed time (unfortunately the facilitators are unable to stay afterwards)

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