

## **Sheena's Place Participant Acknowledgement**

With regards to participation in online and/or in-person programs provided by Sheena's Place, I understand, acknowledge, and agree that:

1. Sheena's Place is a support centre for people affected by eating disorders. I am living in Ontario, aged 17+, with an eating disorder and/or related eating and/or body image issue or I am a parent, partner, friend, or loved one of a person with an eating disorder and/or related eating and/or body image issue.
2. I have read, understood, and agree to the Sheena's Place Guidelines (outlined below) and the Harassment and Discrimination Policy.
3. My participation in the facilities and activities offered by Sheena's Place is completely voluntary.
4. I understand that if I am seeing one of Sheena's Place's facilitators in private practice, I am unable to participate in their groups at Sheena's Place during the same time period.
5. It is my sole responsibility to consult with my healthcare provider(s) to determine whether I have any restrictions which would limit my use of the facilities or activities offered by Sheena's Place.
6. Sheena's Place is not authorized to provide me with any medical or other treatment.
7. I will assume responsibility for my own physical and emotional health at all times while participating in any of the facilities or activities offered by Sheena's Place.
8. Any recreational activity involves some risk of injury, whether apparent or not; by participating in any such activity I assume all risks, known or unknown, whether foreseeable or not. I release Sheena's Place of any and all liability for any injury or damages resulting from or incurred in connection with my participation in any recreational and/or movement-based program.
9. I understand that Sheena's Place is not a crisis service. If a crisis should arise, I understand that facilitators are mandated to take the appropriate steps to keep myself, group members, and Sheena's Place staff and volunteers as safe as they can. I understand that, in the case of an emergency, Sheena's Place may need to contact my emergency contact person or call 911. I give permission to Sheena's Place to do so.
10. When participating in online programs, I agree to update my Mindbody account information to reflect my current location at the time that I am accessing a group session so that, in the event of an emergency, Sheena's Place is able to send emergency services to my location.
11. I will be respectful of the privacy and rights of other participants at Sheena's Place. As such, I agree to hold in confidence the identifying information of all other participants of Sheena's Place programs. When participating in online programs, I agree that I will not

take screenshots or recordings of group sessions in any form, including video, audio, or text.

12. When participating in online groups, I am choosing to participate in group support sessions via the internet using Zoom for Healthcare. (For more information about Zoom for Healthcare's security and privacy, visit <https://zoom.us/healthcare>, and view Zoom's Privacy Policy at <https://zoom.us/privacy>). I understand that online platforms are not 100% guaranteed to be secure and confidential.

### **Sheena's Place Guidelines**

#### **Confidentiality**

- Please hold in confidence the identity of, and information about, other group members and what others have shared in group. Please do not make notes containing names of other participants. If you see other group members out in public, please respect their privacy.
- Group facilitators are required to keep group discussion and personal information confidential, with the following exceptions:
  1. If there is clear imminent risk of serious harm (includes physical or psychological harm) to a group member or anyone else;
  2. If there is reasonable suspicion of abuse or neglect of a minor;
  3. If there is reasonable suspicion of abuse or neglect of an individual living in long-term care;
  4. If disclosure is required by law or court order (e.g. subpoena);
  5. As necessary, with other members of the Sheena's Place multidisciplinary team;
  6. Professional misconduct by a regulated health or allied health professional may need to be reported.

#### *Online groups:*

- Please find a quiet, confidential space in which to participate in the group (i.e. in a private room where no one else can hear or see the session). Headphones are recommended if the audio might be overheard. Anyone who is not in a confidential space will be removed from the session and will be welcome to return once the concern is resolved.
- Participants are required to join sessions from a fixed address (please do not join sessions while driving or on transit).
- Please turn your camera on, and do not use a virtual background.

- Please be mindful of the personal information you share (e.g. you may want to set your username to only your first name).

### **Safety & respect for other group members**

- If you are comfortable doing so, please advise the group of your personal pronouns when checking-in.
- During in-person groups, please silence and refrain from using cell phones and/or other electronics. While participating in online groups, please close other apps and computer programs during group and silence notifications.
- In order to minimize distractions, we ask that participants of online groups find a comfortable place to sit for the duration of the session.
- To support a safe environment, we require that group participants refrain from the following on Sheena's Place property and while participating in online groups: smoking (including e-cigarettes), alcohol or drug use, violence, self-harm.
- Anyone engaging in the aforementioned activities will be asked to leave the premises or will be removed from an online group. Anyone who arrives at Sheena's Place or who participates in an online group while under the influence of drugs and/or alcohol may be asked to leave, or may be removed from an online group, if their presentation and/or behaviour compromises the safety of themselves or others.
- Emergency services will be called if there is significant risk to the safety of clients or staff.

### **Group discussion and language guidelines**

- In order to respect everyone's position along their healing journey, and to avoid triggering conversations, the following topics are suggested as being off limits: specific foods, direction of weight changes, numbers (eg. calories), specific eating disorder symptoms and diagnoses (including exercise behaviours), details about experiences of trauma, and suicide. Broad language can be used (e.g. referring to being more or less symptomatic, experiencing a weight change, or having a trauma history), but please do not name specifics.
- We encourage discussion focused on processing emotions, sharing skills and coping strategies, and reflecting on group content.

### **Speaking from an "I" perspective**

- Group members are encouraged to own their feelings, and share during group using "I statements". This includes experiences related to mental health, culture, religion,

political views etc. Sharing from your personal experience helps us to hold space for the variety of perspectives in the room and to avoid generalizations.

### **Sharing the floor**

- If you share often during group, consider creating space for others to share; if you are someone who doesn't normally feel comfortable speaking, please let us know how we can support you in sharing when you're ready.
- During online groups, it can be particularly difficult to hear when multiple people speak at once and therefore turn-taking is important. Please do not interrupt others who are speaking, and please keep your audio muted when you are not speaking to reduce background noise.

### **Food and beverages**

- Please do not eat while in group rooms or while participating in a group session (this includes candy and gum). You may eat in the Sheena's Place kitchen or healing garden.
- Non-alcoholic, non-diet-labelled beverages may be taken anywhere throughout the house and consumed during group, and are available in the kitchen (e.g. water, tea, coffee).

### **Attendance and registration**

- Please ensure you are registered for your group prior to attending. At this time, groups are only available to participants living in (and accessing sessions from) Ontario.
- A minimum of 3 participants are required to run a full 90-minute group session. If fewer than 3 participants show up, facilitators will hold a 30-minute check-in session.
- Group members are expected to join group sessions on time. For in-person groups, members are welcome to arrive up to 30 minutes before their group start time. Members who arrive more than 20 minutes late will not be permitted to join the session. We ask that everyone leaves the house in a timely manner after the group ends. For online groups, members who join more than 5 minutes after the scheduled time will not be permitted to join the session.
- Please let the group/facilitators know if you need to leave the group before the scheduled ending time.
- If you are not able to attend a session, please inform the Program Registrar. Members who miss 2 group sessions in a row without informing the registrar will be removed from the group so that waitlisted clients can be invited to join (this does not apply to drop-in groups). Members of closed groups must attend (at minimum) one of the first



two sessions to remain registered in the group. The third session of a closed group is the final opportunity for new members to join (ie. members coming off the waitlist).

### **Taking care of yourself**

- If you need to leave the session for any reason, please let the group know and indicate whether or not you intend to return.

### **Anti-harassment and discrimination**

- Sheena's Place aims to create an environment that respects differences of all kinds and is committed to providing an environment free of harassment and discrimination, as outlined in our Harassment and Discrimination Policy.

### **Creating a welcoming space for group members of all abilities**

- In order to create a welcoming environment to group members with disabilities, we encourage group members to put the person first: when interacting with a group member who is using a disability aid, please focus on the person rather than the disability aid (e.g. service animals, interpreters, mobility aids).

### **Scent sensitivity**

- Please do your best to limit your use of scented products while at Sheena's Place.

### **Personal belongings**

- Please keep your valuables with you at all times. Sheena's Place is not responsible for lost or stolen items.

Sheena's Place reserves the right to modify or supplement this Participant Acknowledgement at any time. If we make a change to this Acknowledgement, we will send the revised version to program registrants via email or Mindbody.

By checking the box below, I am signing this "Acknowledgement" and I am confirming that I have read this document carefully, understand, and agree to the terms, and I will conduct myself accordingly.