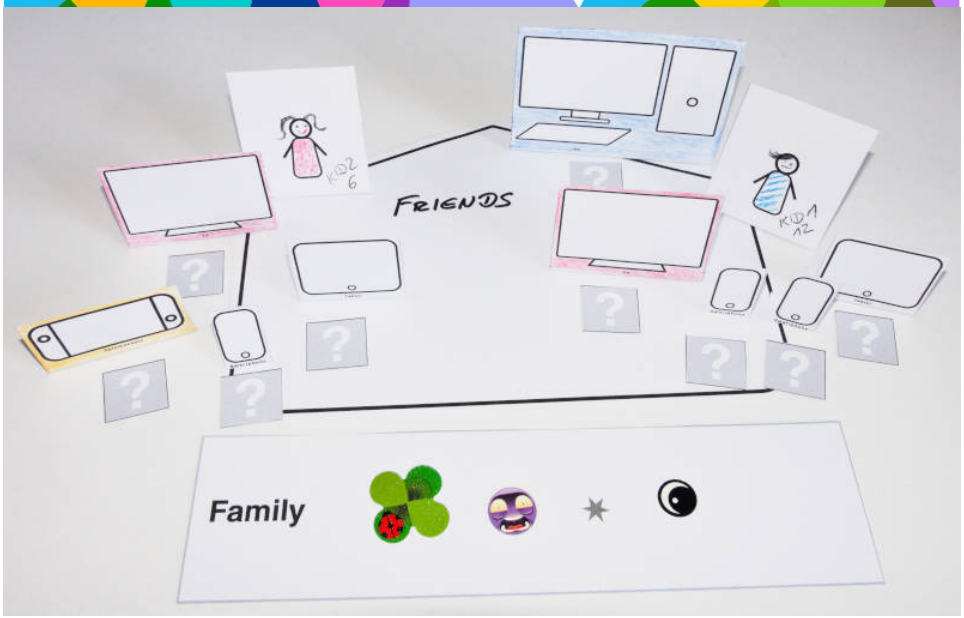
medien
kompetenz
team



Familab

Handbook

ScieCitizens 2.0

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The Familab Playbox is published as part of the Erasmus+ partnership Scie-Citizens 2.0®.

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Co-funded by the European Union

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1. Introduction

1.1. Topic and Target Group

The Familab Playbox is a mobile media lab that families can use to explore their digital media use together with professionals. Families receive tips and tricks on how to make good use of media in everyday life. Professionals and researchers gain up-to-date insights into the use of digital media in families.

Tips and results from the project are collected and published on the Familab website: https://familab.mkteam.org/. All the materials needed to conduct a Familab workshop yourself are also available here free of charge.

Development of the Familab

The Medienkompetenz Team e.V. association has been supporting families and professionals in the use of digital media since 2018. Two central points have emerged in this work:

1. The use of digital media in everyday life is a huge burden for many families with children. There are many disputes about access to devices, content and duration of use. Many parents feel overwhelmed with the supervision of digital media. One mother described the situation as follows: “It's a daily battle and I'll soon run out of energy.”
2. Professionals and researchers are struggling to keep up with digital media developments and support families with their challenges.

The Familab addresses these two points and brings the following benefits for the three groups involved:

1. Families learn simple, practical tips for better media use.
2. Families get talking about media use. Finding solutions within the family is encouraged.
3. Professionals and researchers gain an insight into the everyday lives of families and their media use and can address current issues more quickly and provide better support through the exchange.

How to use Familab

The Familab Playbox was designed for professionals who work in the field of family counseling. However, it can also be used by volunteers and researchers. Basic knowledge of digital media in families is required to facilitate the Familab workshops. The Cumila handbook “Families and digital media” can be used for preparation: https://cumila.eu/wp-content/uploads/2021/08/CUMILA_m6_de_Familien%20und%20digitale%20Medien.pdf). Moderators should also have some experience in accompanying families with difficult topics. In some cases, talking about media use can uncover deeper conflicts in the family. The moderator should be prepared for this case and either refer the families to further counseling services (e.g. family counseling centers, psychological counseling, addiction counseling, ...) or call in a trained specialist who can accompany the family further.

The Familab is designed so that families with little knowledge of the language can also take part.

Ideally, the entire family should take part in the workshop so that all interests are represented equally.

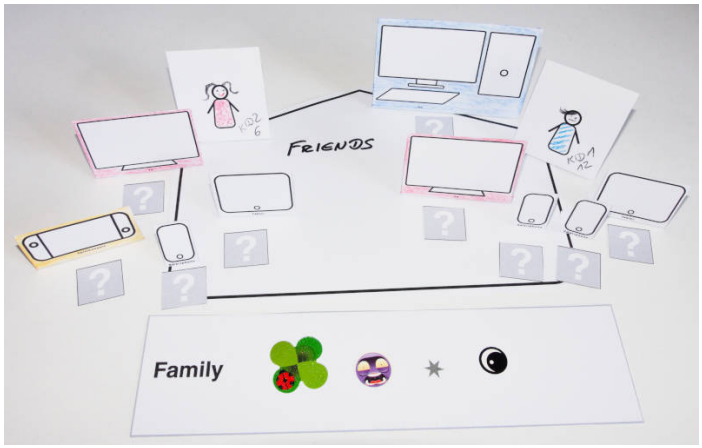
A Familab workshop lasts around 20-30 minutes per family. Either appointments can be made or the workshop can be run as an open offer, e.g. as part of family events or neighborhood festivals.

The Playbox is only suitable for outdoor use in windless and dry places, as many paper materials are used.

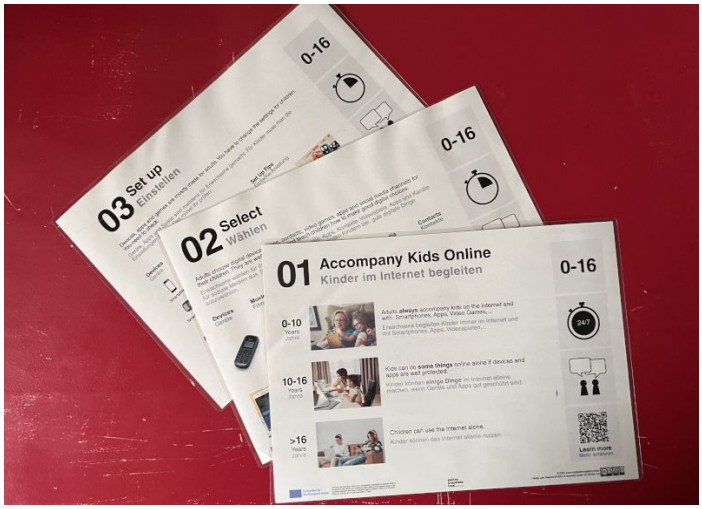
Familab Materials

The Famillab playbox consists of 3 parts:

1. Moderation material for the analysis of media use



2. Media tips for parents



3. Examples of analog activities as alternatives to the use of digital media

1.2. Concept

The Familab Playbox was designed as part of the ScieCitizens 2.0 project (http://scie-citizens.org). The playbox serves to illustrate the playbox method developed therein and can be used in the field of citizen science, i.e. in science projects that are planned and carried out with public participation.

The Medienkompetenz Team e.V. association has been active in the field of digital media since 2018, with the aim of helping people with little prior knowledge in particular to benefit from the opportunities offered by the digital world. The Familab Playbox is one component of this work.

The design of the Playbox was preceded by extensive research in which studies and accompanying materials on media use in families were analyzed. In interviews with families, professionals and researchers, the acute issues and problems were identified from the perspective of the three groups.

An important finding of the preliminary work was that the people interviewed saw little helpful support from research. The interviewees explicitly pointed out that there is no shortage of materials such as brochures or websites. However, these materials are often too extensive and do not solve the specific problems in everyday family life. Furthermore, information is quickly outdated and current topics are not addressed.

This analysis led to the idea of developing a format in which families are actively involved in the development of topics and materials and the results are published promptly and updated regularly. The Familab workshops provide professionals and researchers with the latest findings on media use in families. Accompanied by a professional, families analyze their individual media use, discuss the results and receive practical tips.

As almost every study in the field of media use comes to the conclusion that children spend a lot of time in front of screens, families will have the opportunity to browse through non-digital game ideas after the workshop. It is often the parents themselves who keep their children busy with their smartphones when they need to pass the time, e.g. on the train, at the doctor's or in a restaurant. The exhibition of game ideas is intended to give parents and children ideas on how to keep themselves occupied without a digital device. Children can also use the game ideas during the workshop.

If the location and occasion allow, an exchange between the families can be facilitated at the end, e.g. by serving drinks or snacks in an area with seating. This gives families the opportunity to talk directly about their experiences in the workshop.

The workshop tasks are designed to be low-threshold and entertaining, so that the families feel comfortable and the children have fun with the tasks. This makes the Familab Playbox ideal for use at leisure events such as family, school or neighborhood festivals, thus reaching the widest possible target group.

The Playbox has been designed to be easy, cheap and resource-friendly to rebuild and easy to transport. All materials are available under the Creative Commons Attribution-ShareAlike 4.0 International License (https://creativecommons.org/licenses/by-sa/4.0/deed.en) and can be used free of charge.

The Familab Playbox has been reworked in several iterations tested in practice with families. If you have any suggestions or feedback on the Familab Playbox, please write to familab@mkteam.org.

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Sophienstraße 120
76135 Karlsruhe

www.familab.mkteam.org
www.medienkompetenz.team

2. Building the Familab playbox

The Familab playbox consists of 3 parts:

1. Moderation material for the analysis of media use
2. Media tips for parents
3. Examples of analog activities as alternatives to the use of digital media

2.1. Material for Moderation

Required material

- some thicker paper for the print templates of the moderation set
- normal paper for the print templates for families
- scissors, blank sheets of paper, pens and colored pencils, glue
- sticky notes
- stickers with small pictures (e.g. cartoon characters, animals, plants, etc.)
- box for sorting the small print templates, e.g. screw box from the DIY store
- folder with sheet protectrs
- smartphone or camera for taking photos
- laptop or tablet with internet connection

Printing, cutting and sorting material

First print out the templates for the presentation set.

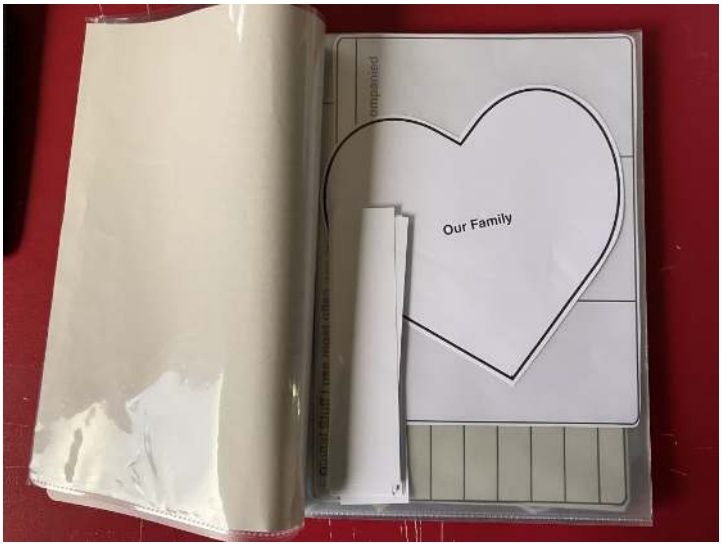
For each moderation set on thicker paper:

- **1x** template checklist moderator: https://familab.mkteam.org/wp-content/uploads/2025/01/Familab_Moderator_Checklist.pdf
- **1x** template 01-1 our family: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_01_1_family_setup.pdf
- **1x** template 02-1 accompanied use: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_02_1_accompany_use.pdf
- **2x** template 03-1 devices: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_03_1_devices.pdf
- **2x** template 06-1 rating: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_06_1_rating.pdf
- **2x** template 07-1 locations 1: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_07_1_places1.pdf
- **1x** template 07-2 locations 2: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_07_2_places2.pdf
- **1x** template 07-3 locations 3: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_07_3_places3.pdf

Then cut out the print templates and fold the device pictures as stand-up displays:

To prevent the materials from getting mixed up, you can sort the small parts into a box with compartments (e.g. a screw box from the DIY store).

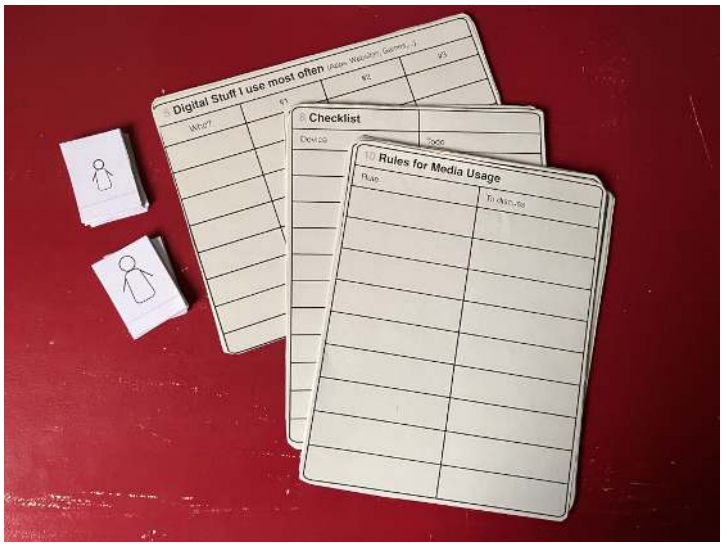
The larger templates can be kept in a folder with sheet protectors, sorted in the order of the moderation steps.



Then print out the templates that you need for each family.

For each family 1x on normal paper:

- Template 00-1 evaluation form: https://familab.mkteam.org/wp-content/uploads/2025/01/Familab_Printable_00_1_evalutaion_form.pdf
- Template 01-2 people (one sheet is enough for 2-3 families): https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_01_2_people.pdf
- Template 05-1 apps: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_05_1_apps.pdf
- Template 08-1 checklist devices: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_08_1_devices_checklist.pdf
- Template 10-1 rules: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_10_1_rules.pdf



Sort these templates into the sorting box and the folder with the transparent sleeves.

Additional material

Sticky notes (around 5-7 sheets per family), either color

Stickers with colorful motives (about 4 single sticker per family)

Paper strips in such a size that there is room for 4 stickers (one strip per family)

Smartphone or camera to document the results (can also be older devices)

Laptop or tablet with internet connection to show the project page and setting options.

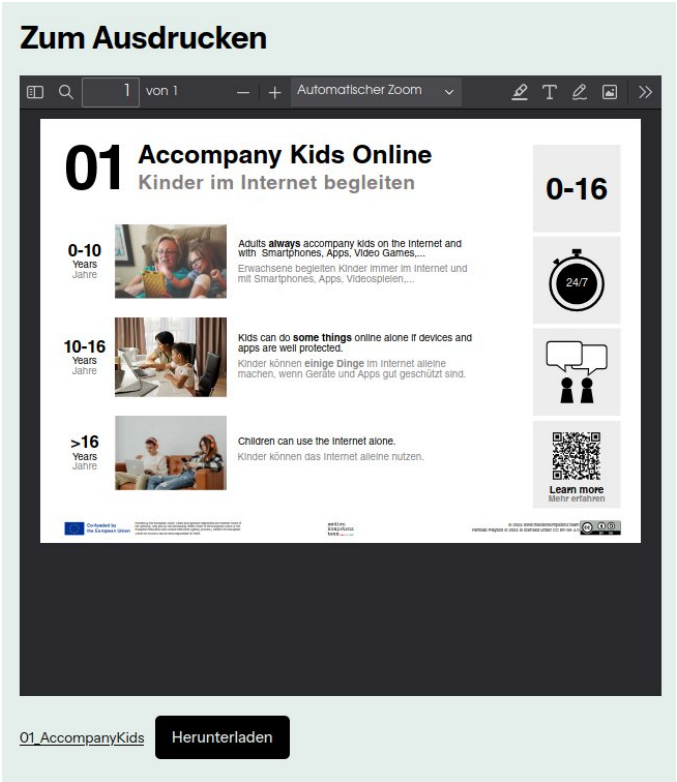
Scissors, blank sheets of paper, pens and colored pencils

Glue

2.2. Tips on Media Usage for Parents

For the exhibition of media tips for parents, there is a display stand as a print template (page 2): https://familab.mkteam.org/wp-content/uploads/2025/01/Familab_Printables_Displays.pdf

All or a selection of the tips from the website (https://familab.mkteam.org/tipps/) are put on a table. Tips 01, 02 and 03 should be displayed in any case, as they contain the most important basics. There is a web page with more detailed information on each tip. At the bottom of this page you can download the print template for each tip.



In addition to the tips, flyers from other organizations with media tips can be displayed. Free and multilingual offers are available, for example, at https://www.klicksafe.de/printmaterialien.

2.3. Examples of Playing Without Smartphones

Parents often give their children smartphones, tablets or mobile games consoles to keep them occupied, e.g. on the train, in restaurants or at family celebrations. Parents are thus contributing to increasingly intensive media use. An important tip for adults is therefore to keep children occupied with non-digital game ideas whenever possible and only offer digital games in exceptional cases.

Parents often remember these things from their own childhood. The exhibition serves to bring these options back to mind and provide inspiration, e.g. to pack some toys for the road.

Ideas for alternative activities:

- picture books
- coloring books, pad and pencils
- small puzzles
- small board games or puzzle games
- small box with building blocks
- balloons
- animal figures
- puzzle blocks
- fidget spinner
- activity games for toddlers (rattles, building blocks, baby toys)

DIE NR. 1 FÜR DEN LESE
Leselöwen
1. Klasse
Gespenster-geschichten
PLAYMAIS
UNO Junior
Ravensburger

Play without smartphone
Spiele ohne Smartphone
Tanpoes
MOVE!

3. Using the Familab Playbox

3.1. Recruiting Families

A workshop lasts approx. 20-30 minutes per family. Depending on the type of event, it can be helpful to make appointments with families in advance. If you use the Playbox at an event where families have a lot of time anyway, the workshop can also be held spontaneously.

The best way to get in touch with families is through kindergartens, schools, neighbourhood centers, clubs or other cultural organizations.

In the print templates there is a design for a flyer that can be used as an announcement: https://familab.mkteam.org/wp-content/uploads/2025/01/familyLab_template_A4_flyer_de.pptx

Familab

The media lab for families
Research together and have fun

Our Goal

- We learn: Which digital topics are important for families?
- We help: How to use digital media well and without arguments.
- We show: Exciting games for children without smartphones.

Who Can Join?

Families with children between the ages of 0 and 18.

How Does it Work?

You come to us and do a workshop. The workshop lasts 20-30 minutes. You talk to a specialist about digital media:

- Which devices and apps do you use?
- How do you use smartphones, tablets,...?
- What rules do you have in your family?
- Which questions do you have?

You'll get tips and ideas for at home. You can try out all the ideas for playing.

With your help, we can also give other families good and up-to-date tips on our website: https://familab.mkteam.org/tipps/

Make an appointment with [Name]: [E-mail address]
Further information: www.familienlabor.mkteam.org/

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3.2. Preparing the Workshop

Chosing a location

A table measuring at least 2x1 meters is required to hold the workshops, as well as seating for the participants. This space can accommodate both the moderation material and the exhibition materials.

Ideally, there will be additional seating where families can chat after the workshop and continue looking at the exhibition in peace and quiet.

If you are using the Familab Playbox outdoors, you should have small stones or similar with you to weigh down the paper materials. The materials should also be protected from moisture and wetness.

Setup

The three parts of the Familab Playbox are set up in two areas depending on the space available: one area for the workshop and one area for displaying the tips and game ideas.

The display stands can be used to structure the exhibition area. Print templates at: https://familab.mkteam.org/wp-content/uploads/2025/01/Familab_Printables_Displays.pdf

The materials are arranged within easy reach in the moderation area. The materials for the first step in the workshop and the evaluation sheet can already be laid out.

Checking materials and devices

Before the first workshop, you should check that all materials are complete. The smartphone or camera for documentation should be sufficiently charged and have enough free memory. The device for displaying the project website also needs sufficient charge.

3.3. Welcoming the Family

Welcome

Welcome the family, allocate seats and eventually offer drinks. The person moderating the workshop introduces themselves and the project. The Familab website can be shown on a tablet or laptop during the explanation for illustration.

Example

"Hello, my name is Maria. Thank you for taking time for us today and supporting us with our project. I work for the Medienkompetenz Team, an association in Karlsruhe. We work with families on digital topics such as smartphones, social media and video games. We help families to deal well with media and solve problems in everyday life. To do this, we go to schools and organize workshops like this one.

For our work, we need to know what is important for families right now. For example, which apps families use, which video games children play or what questions parents have. That is our goal today. We want to learn from you what concerns your family when it comes to digital media.

We will look at 10 tasks at once. This takes about 20-30 minutes. We take a photo of each task. [This shows the result of the task. We do not store any personal information about you. All results are anonymous. We publish a summary of all results on our website familab.mkteam.org.

You can always ask me questions. You can also tell me if you are not feeling well. We will then take a break. We can also stop the workshop altogether. Are you ready to start?"

3.4. Moderating Steps and Documenting Results

The results are documented in the evaluation form and also recorded in photos during the tasks. A “family sticker” is used as a marker on the result photos so that the photos of a workshop can be assigned afterwards. The children can help to record the results, but care should be taken to ensure that no people are visible in the photos. No other personal data about the families will be recorded.

3.4.1. Your Family

Required material

- template 00-1 evaluation form: https://familab.mkteam.org/wp-content/uploads/2025/01/Familab_Printable_00_1_evalutaion_form.pdf
- template 01-1 our family: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_01_1_family_setup.pdf
- template 01-2 people: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_01_2_people.pdf
- paper stripes
- sticker
- pens

Moderation

First, the family creates the “family sticker”, which is used as an indicator in the result photos.

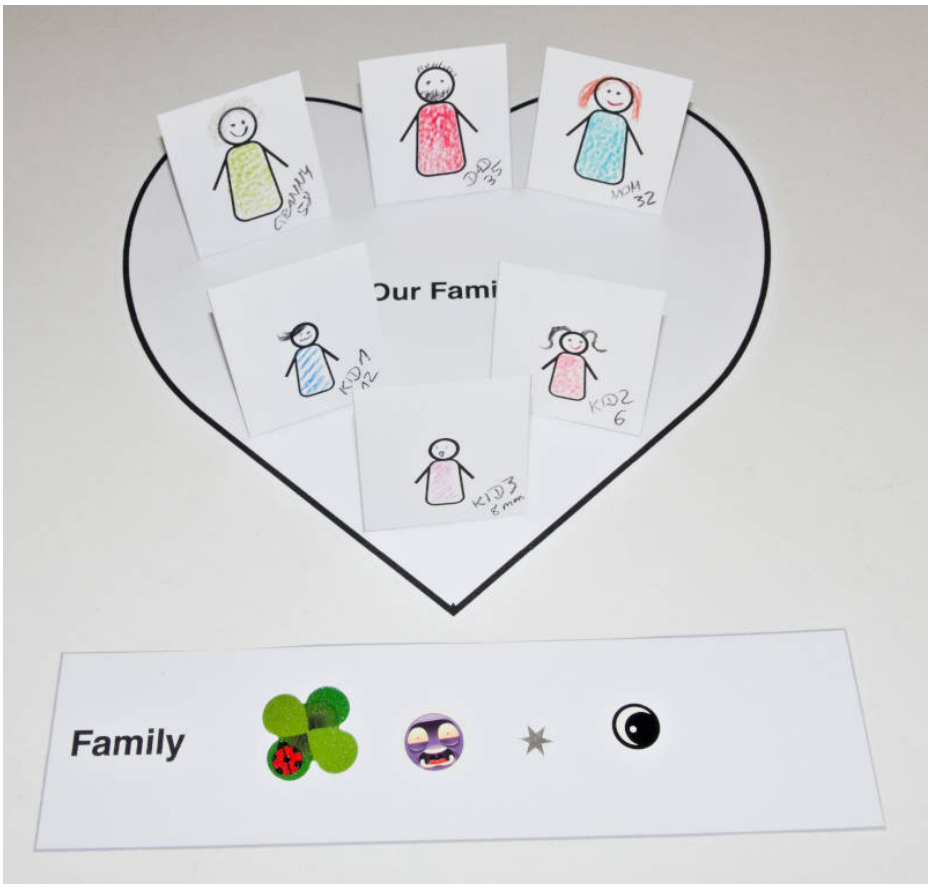
“The first thing we do is make a sign for your family. We'll add this to the results later on the photos. That way we can see which photos come from the same family. Choose 4 stickers and stick them on the strip.”

The family then creates a paper character for each person in the household as a stand-up display. If the family is divided into several households, e.g. if the parents live separately, the family makes a picture of all the people who mainly live in the households.

“Next, we'll make figures: one for each person who lives in your home. You can paint the figures. We'll also write on it how old the person is and what role they have, e.g. child, mother, father, grandma, grandpa,...”

All figures are placed in the “Our family” heart and photographed together with the family sticker.

Result photo 1



3.4.2. Accompanying Media

Required material

- template 02-1 accompany use: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_02_1_accompany_use.pdf
- figures
- family sticker

Moderation

In this task, the family discusses if children are accompanied in their media use. Many children are not accompanied by their parents but this should not be assessed by the moderator. It is more important to discuss why guidance might be important, how long guidance is important and how to recognize that guidance is no longer necessary.

"We will now look at who in the family is allowed to use digital media alone or only when accompanied. Place the figures in the boxes:

- *I may use media alone.*
- *I may only use media with company.*
- *I may sometimes use media alone."*

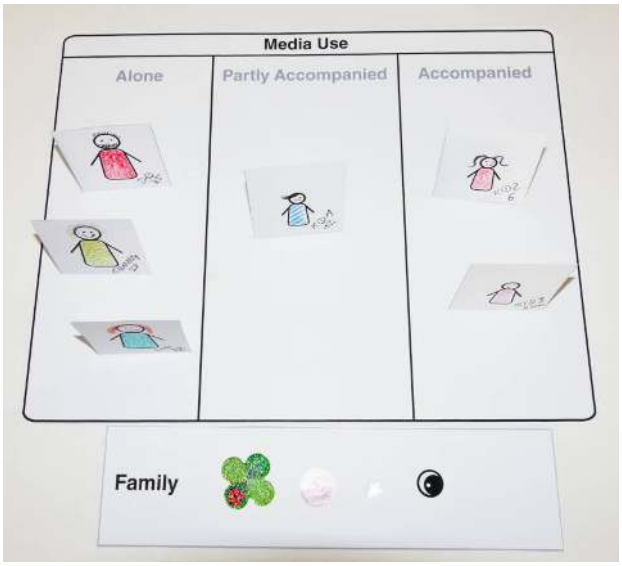
Depending on the line-up of the characters, the moderator can follow up:

- If children are already accompanied, reinforce, e.g. by mentioning the official age information or the risks of the offers.
- If children are not accompanied, work out reasons with the family as to why accompaniment may be useful.

It is also possible to ask about the children's experiences.

- If children already only use media when accompanied: *"What reasons are there for you to be accompanied when using media?"*
- If children use media unaccompanied: *"From what age is the use of YouTube/TikTok recommended? Why might the use of YouTube/TikTok only be recommended from the age of 12/13? In which situations might it be important for children to be accompanied by adults?*

Result photo 2



3.4.3. Devices at Home

Required material

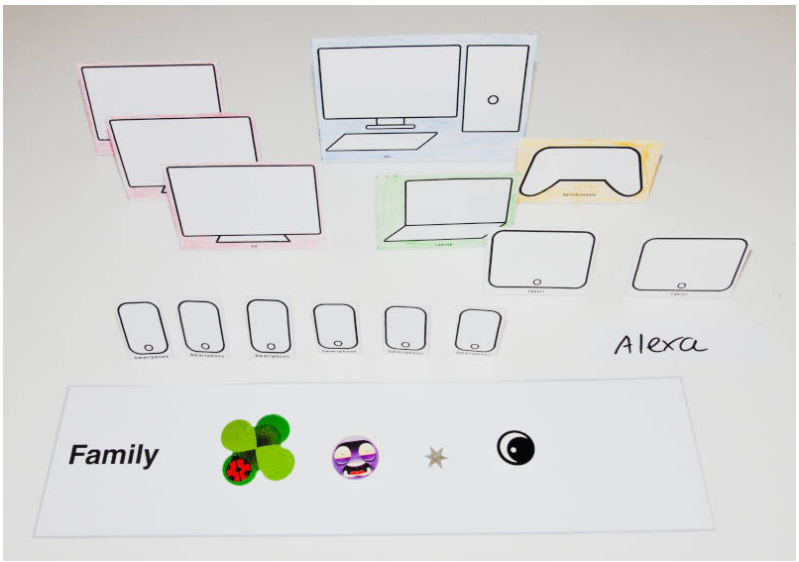
- template 03-1 devices: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_03_1_devices.pdf
- family sticker

Moderation

Next, the family collects all the devices that they use in everyday life and that the family owns (i.e. no work or school equipment). Devices for which there is no template can be drawn and added to by hand.

"Next, we'll take a look at what devices your family uses. Put together all the devices that belong to you privately."

Result photo 3



3.4.4. Who Uses What?

Required material

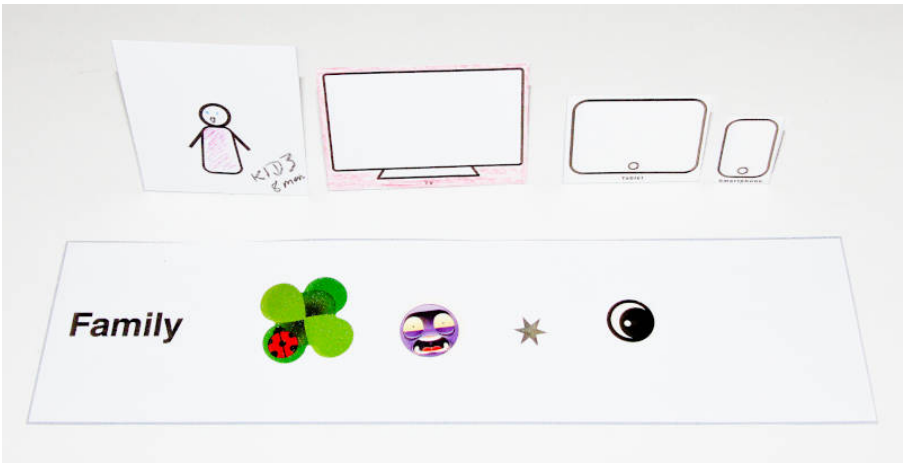
- template 03-1 devices: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_03_1_devices.pdf
- figures
- family sticker

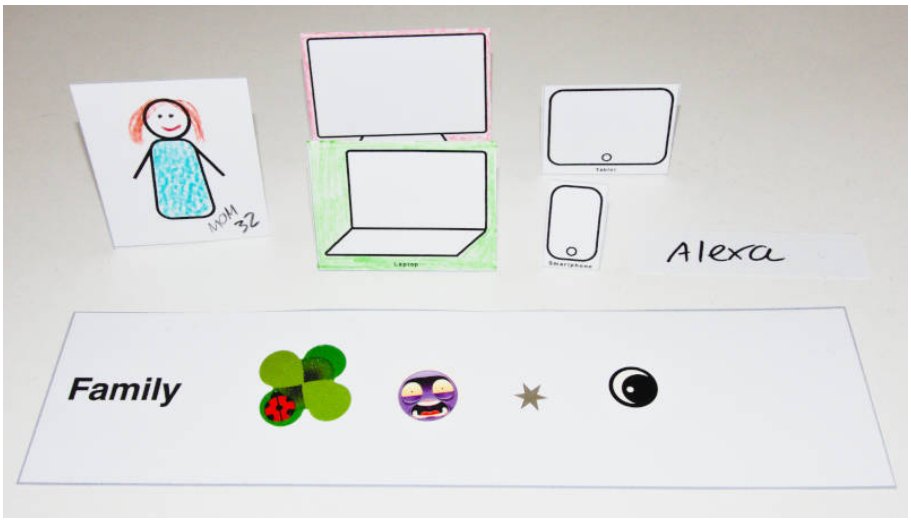
Moderation

The next step is to look at who uses which appliances. Take a photo of the results for each family member.

“We are now looking at who in the family uses which devices.”

Result photo 4a-...





3.4.5. Important Apps

Required material

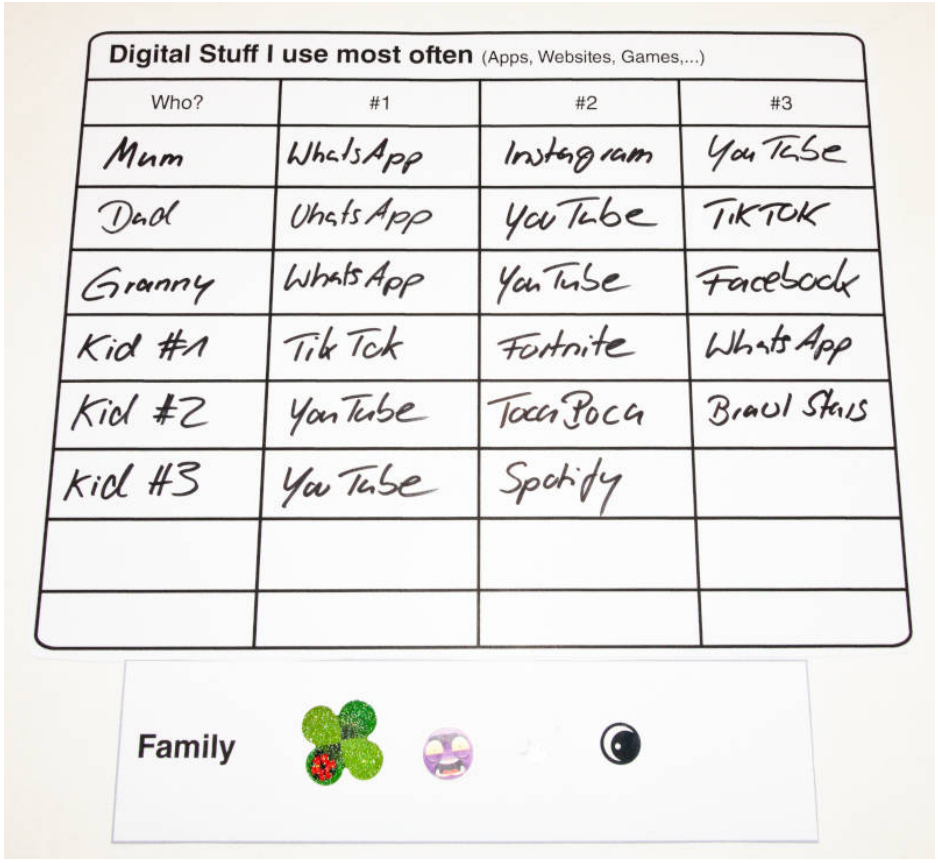
- template 05-1 spps: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_05_1_apps.pdf
- pens
- samily sticker

Moderation

The devices and figures are placed to one side. Next, the family fills in the “Important apps” table. Each person in the household writes down their 3 most important apps.

“We'll now look at which apps are important in your family. Everyone writes down the 3 most important apps. Imagine you had lost all your devices. What would you install first on the new device? Think about the apps, programs and video games that you use the most or the longest each day.”

Result photo 5



3.4.6. Rating Apps

Required material

- template 05-1 apps: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_05_1_apps.pdf
- template 06-1 rating: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_06_1_rating.pdf
- template 08-1 checkliste devices: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_08_1_devices_checklist.pdf
- family sticker

Moderation

Next, the family evaluates the security of the apps. There are three options:

- Green symbol: I am sure that the app is secure.
- Red symbol: I know the app is unsafe.
- Gray symbol: I don't know if the app is safe or unsafe.

Very few people are familiar with the security risks of popular apps such as WhatsApp, Instagram or TikTok. The most important risks for children should be pointed out during moderation (for more information, see: https://wiki.mkteam.org/xwiki/bin/view/Ratgeber/Kinder%20im%20Netz%20begleiten/Risiken%20f%C3%BCr%20Kinder%20und%20Jugendliche%20im%20Netz/):

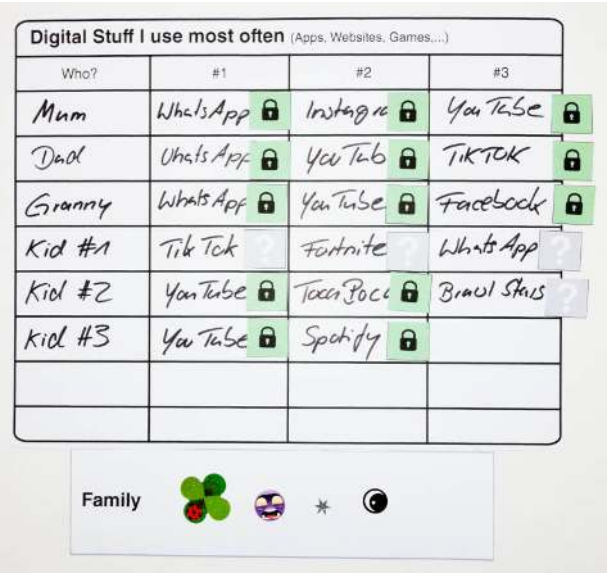
- contacts with strangers
- publishing too much personal information
- excessive usage time
- content that is not age-appropriate

It is also important to point out childproof setting options (information e.g. https://www.medien-kindersicher.de/startseite).

"Now rate how secure the apps are. The green lock means: Yes, the app is secure. The red symbol means: No, the app is not secure. The gray symbol means: I don't know if the app is safe."

The first points can already be entered on the checklist for the home, e.g. that the family checks the settings for the apps on the children's devices with the help of the website www.medien-kindersicher.de.

Result Photo 6



3.4.7. Where are Kids Online?

Required material

- template 07-1 places 1: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_07_1_places1.pdf
- template 07-2 places 2: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_07_2_places2.pdf
- template 07-3 places 3: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_07_3_places3.pdf
- rating symbols
- devices
- figures
- family sticker

Moderation

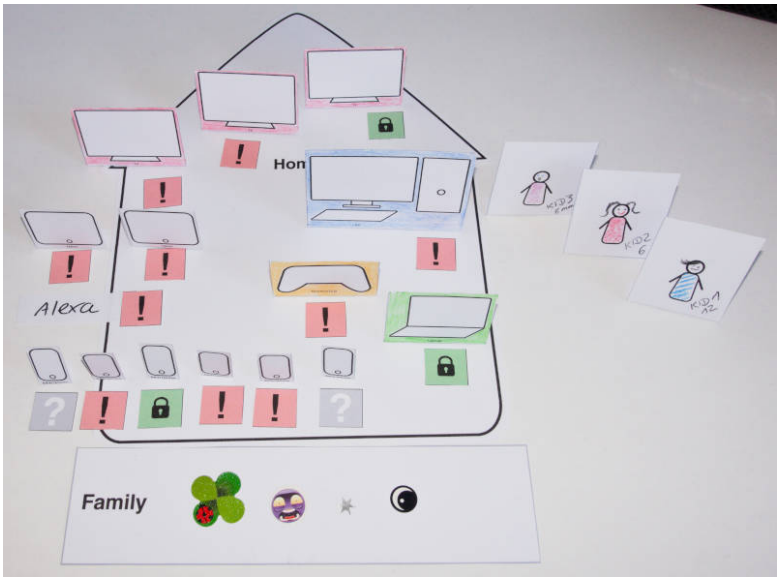
The next step is to find out where the children are online and how safe the devices they are using are. Families should be made aware of possible safety risks and that children also come into contact with devices that are not protected:

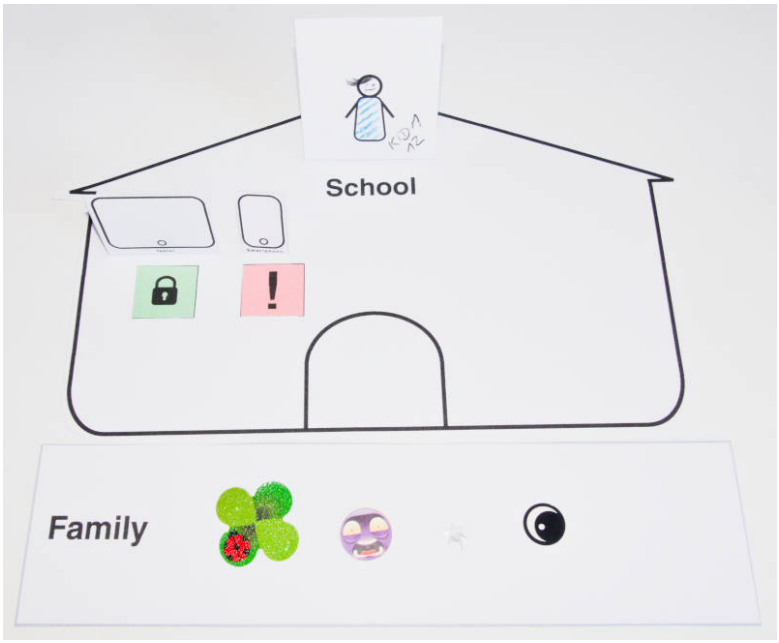
- public WiFi
- devices without PIN or other security
- devices from friends

Locations that are missing from the templates can be drawn and added by hand. If there are any uncertainties regarding the device settings, the website www.medien-kindersicher.de can also help.

"We are now looking at where the children are online. First, we collect the locations. Next, we list the devices that the children use. Then each device gets a sign for safety, like the apps before. The green sign means: the device is safe for children. The red sign means: The device is not safe for children. The gray question mark means: I don't know if the device is safe for children."

Result Photo 7a-...




School
!
Family

3.4.8. Checklist Devices

Required material

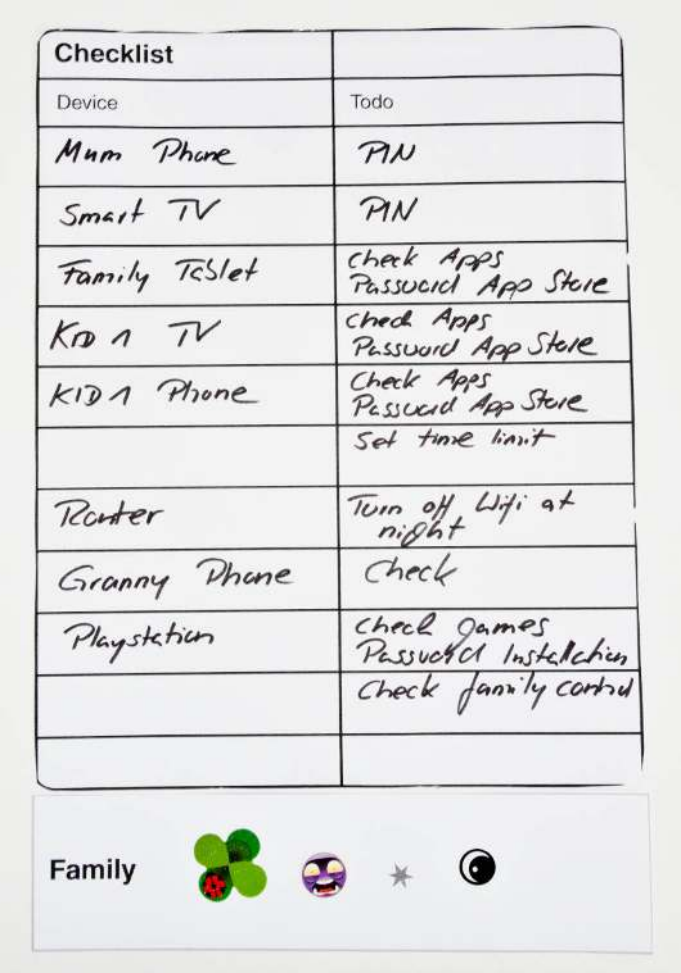
- template 08-1 checklist devices: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_08_1_devices_checklist.pdf
- pen
- family sticker

Moderation

In this step, all the points that the family checks again at home are collected: App settings, hardware settings,...

"We'll now write down everything you can check at home."

Result photo 8



3.4.9. Rules for Using Media

Required material

- sticky notes
- pens
- family sticker

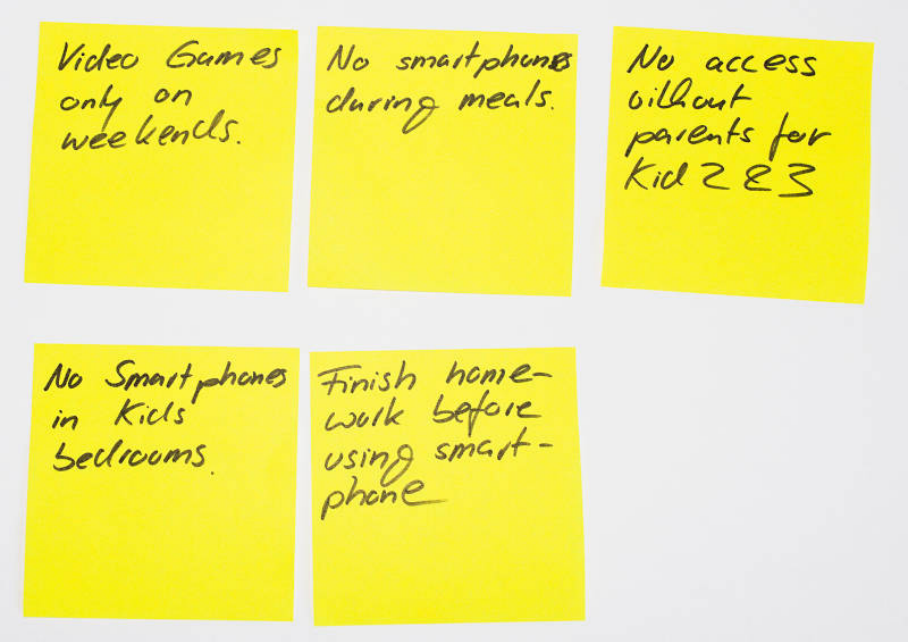
Moderation

All previous materials are put to one side. In this step, the family writes down the rules for media use. Each rule is written on a sticky note.

“We're now going to look at what rules there are for media in your home. We'll write each rule on a separate piece of paper.”

If the family can't think of any rules, you can follow up and ask about times or content, for example.

Result photo 9



3.4.10. Rating Rules

Required material

- template 06-1 rating: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_06_1_rating.pdf
- template 10-1 rules: https://familab.mkteam.org/wp-content/uploads/2024/12/Familab_Printable_10_1_rules.pdf
- sticky notes with rules
- figures
- family sticker

Moderation

The family now discusses the rules. This is another important impulse for the family: rules for media use work best when everyone agrees them together.

For each rule, all members of the family rate how they find it:

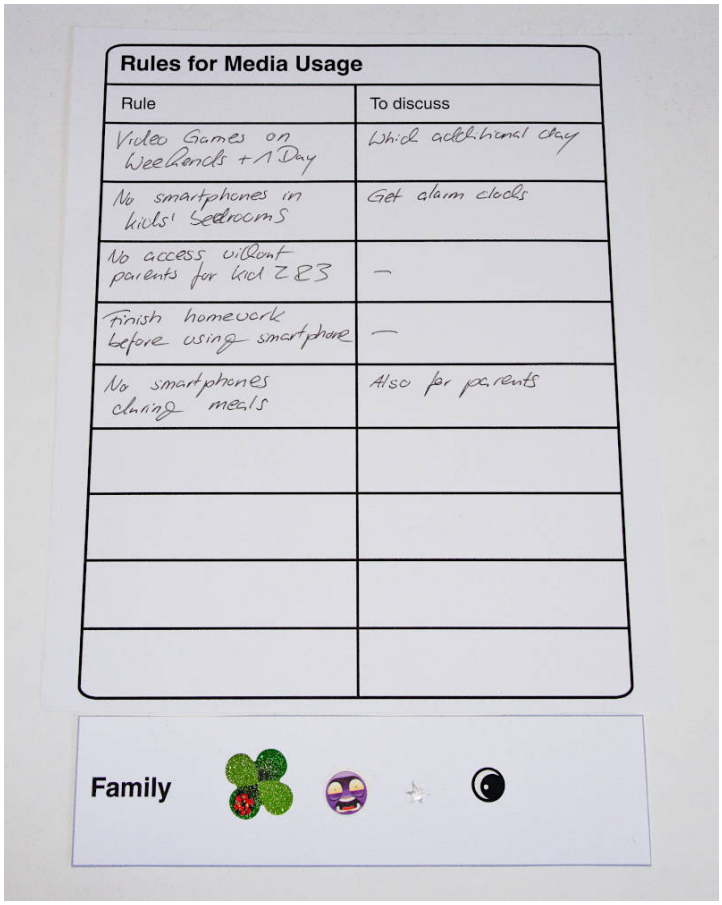
- Green smiley: I think this rule is good.
- Red smiley: I don't like this rule.
- Gray smiley: I don't care about the rule, I have no opinion on it.

The moderator encourages the family to openly express their opinion about the rules. Children can say if they are not happy with the rules, parents can try to explain why they have set the rules. In the list of media rules, all the rules are written down again and they should be discussed further. The family can use this list to continue the discussion about the media rules at home.

"We'll now look at each rule. Everyone puts a smiley in front of their figure. Green smiley means: I think the rule is good. Red smiley means: I don't like the rule. Gray smiley means: I don't care about the rule. We write all the rules on the list. We also write down if you want to clarify or discuss something at home."

Result photo 10a-...

Result photo 11



3.5. Finishing the Workshop

"We are now finished with all the tasks. Thank you very much for taking so much time and allowing us to learn from you. You are helping us and many other families to better understand this topic. Do you still have questions? You can find our tips and results on the website familab.mkteam.org. If you feel like it, you are welcome to sit down and talk to the other families. You can also take a look at our ideas for games without cell phones. Thank you for taking part!"

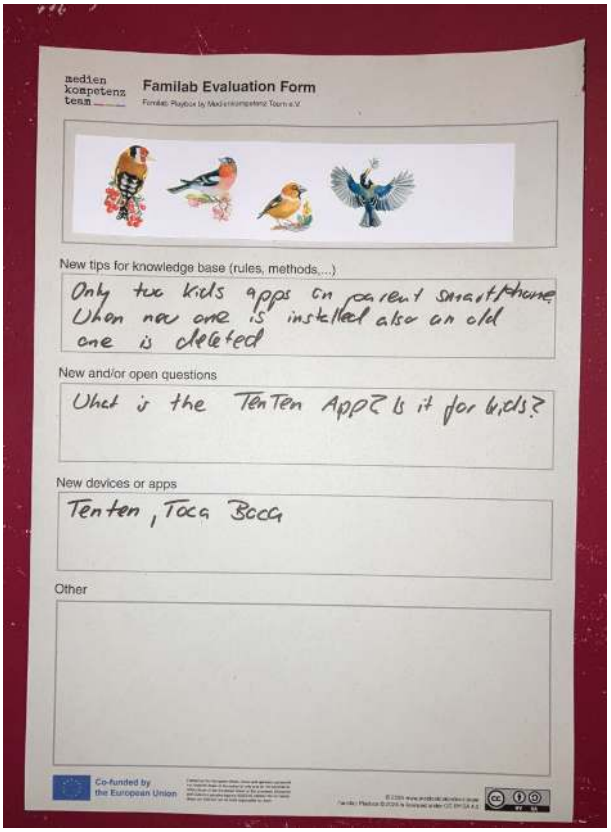
3.6. Completing Notes and Collecting Results

At the end of the session, complete the evaluation sheet:

1. stick the family sticker on the evaluation form
2. new tips on media use, practical tips for everyday life or ideas for media rules that the participants have agreed to be used for the website
3. open questions or new topics not previously included in the materials
4. new devices or apps that are not included in the previous materials
5. other comments

The evaluation sheet is recorded as the last photo of the results. If there are further notes on additional sheets of paper, always photograph them together with the family sticker so that they can be assigned to the corresponding workshop.

Result photo 12



Once the workshops have been completed, the results can be sent to the Familab team in the form of photos. Simply send an email to familab@mkteam.org, after which access to a file attachment will be provided.

4. Reflections and recommendations

4.1. Ethical Aspects

Anyone moderating a Familab workshop should take the following guidelines into account:

- **Voluntary participation:** Participation in the workshop is voluntary and it is okay if participants cancel or drop out of the workshop.
- **Child and youth protection:** In accordance with national regulations, organizations that conduct Familab workshops should implement the requirements of child and youth protection and, among other things, obtain extended certificates of good conduct from persons who are in contact with children and young people.
- **Protection of all participants:** Participants must be protected from harm. The Familab tasks do not pose any direct risks. However, it is conceivable that controversial or problematic topics in the family may come up as a result of the tasks. Anyone offering a Familab workshop should therefore clarify this in advance:
    - At what point do I break off the workshop because other topics are taking over too much?
    - What could be signs that the workshop is putting too much strain on the participants? When do I stop?
    - Who can help me if I can't resolve the situation on my own? If necessary, ask other professionals to take over the family and accompany them in further steps. Ideally a person with pedagogical knowledge or experience in family support.
    - Are there any counseling services that can help families (collect addresses or brochures in advance):
        - Local family counseling
        - Psychological counseling centers
        - Addiction counseling centers
- **Protecting moderators:**
    - When and how do I stop a workshop?
    - Who is available on site to provide support?
    - Workshop moderation can be very intensive, so regular breaks should be planned.
- **Transparency about the project and use of the results:** Participants should be comprehensively informed about the organization conducting the project, the use of the results, and the collection and processing of data.
- **Confidentiality:** Comments or content about individual participants or families during the workshops will be treated confidentially. If quotes or tips for use are to be published, this will a) only be done anonymously and b) only with the consent of the person concerned.
- **Compensation:** The Familab project is a non-commercial project. Financial compensation for participants is therefore generally not provided. However, if an organization conducts a Familab workshop, it should at least offer free drinks. Children are happy to receive small gifts such as balloons or stickers.

4.2. Moderator Profile and Requirements

The moderation of a Familab workshop can be learned with little effort. In terms of content, facilitators should be familiar with the basics of media support and have some experience in supporting families. Information can be found e.g.

- Wiki Medienkompetenz Team: “Accompanying children online” https://wiki.mkteam.org/xwiki/bin/view/Ratgeber/Kinder%20im%20Netz%20begleiten/
- Handbook “Strong support” for volunteer family mentors https://starke-begleitung.de/materialien/

The step-by-step guide contains numerous formulation ideas for moderating the workshops. Important principles for moderation are

- Create a pleasant atmosphere for participants.
- Do not judge or condemn participants.
- Do not reproach participants.
- Give participants impulses for good use.
- Give participants the opportunity to pause or discontinue the workshop.
- Pay attention to signs that express discomfort, uncertainty or fear.

The training of facilitators ideally takes place in tandem with a person who already has experience in facilitating workshops. Initially, you observe workshops or help organize the materials. As soon as you feel confident, you take over the moderation yourself, accompanied by the experienced person, so that they can provide support if necessary. As soon as you feel confident enough, you can facilitate the workshops on your own.