Information for Delegates

Derby and Derbyshire Safeguarding Children Partnership

Booking Information

- Delegates will be required to complete a pre-evaluation form to book on a course.
- Once booked, delegates and line managers will receive confirmation of the booking through email.
- Reminder emails will be sent to delegates before the training with the link.
- Please check your account to download any pre-course training materials.
- Before booking on any of our courses, please speak to your line manager to ensure the course is relevant to your role and responsibilities. Slide Handouts and any course materials such as case studies, will be available to download 10 days before the event.

Training Information

- Only delegates booked on the course will be eligible to attend. You must have received a booking confirmation email.
- If you need to cancel your place, please email DDSCPTraining@derby.gov.uk.
- If you would like to send a colleague in your place, please notify us and ensure the course is suitable for the role they hold.
- If sharing a laptop with a colleague booked on the course, please let the trainer know in MS Chat, so we can ensure all delegates are marked as attended on the booking system.
- Delegates and Line Manages will receive an email for non-attendance if a cancellation has not been made.
- If you arrive 15 minutes after the start or leave more than 15 minutes before the end of training, we will not be able to issue a certificate. We understand that sometimes emergencies occur and you may have to leave the training to deal with an incident. Please let the Facilitator know and we will work with you to re-arrange a training date.

Joining through the Teams app

1. From your **Calendar**, select **Join** a meeting.
2. Mute your audio and choose if you want your video on or off.
3. Select **Join now.**

Joining through a web browser

1. Open your email invitation and select **Join Microsoft Teams Meeting.**
2. Type in your name.
3. Mute your audio and choose if you want your video on or off.
4. Select **Join now.**

If you join the training through a web browser, you may not be able to take part in activities such as polls or word clouds. Please put your thoughts and comments in MS Chat or let the Facilitator know.

MS Teams Top Tips

- Please check you can join by testing the MS Teams link. If you experience any difficulties, please speak to **your** IT department.
- If you experience any delays joining the training or have difficulties accessing the training throughout the day (this could be a sound issue or the power point freezing), please leave the training and rejoin to

see if this solves the problem. Alternatively, you may need to close MS Teams and join via the web if you are using the app version.

- Some agencies may have firewalls in place that prevent delegates from being able to watch videos hosted by YouTube. Links will be provided in MS Chat for anyone who needs to watch the videos on a different platform, such as their mobile phone.

What to expect when attending training

All DDSCP training sessions are facilitated by Lisa Donelan, Learning and Organisational Development Officer. Training is co-delivered by a range of expert practitioners from the statutory partners, education and the voluntary sector and may be subject to change on the day.

To support your learning, you may be asked to complete some pre-reading or e-learning courses before you book on a Level 3 course. All our training courses require you to take part in various interactive activities, to promote engagement, as well as working together to discuss scenarios or case studies so that you can embed your learning into practice and learn from each other. We will ask you to keep your cameras and mics on when taking part in breakout rooms.

Post training

After training, you will:

- Need to complete a Stage 1 Post Evaluation form, accessible from your account.
- Download a copy of the slides and the training handouts for your records.
- Download and print off your certificate for your files or upload it to your own organisation's HR system.
- After 60 days, you will receive an email asking you to complete a Stage 2 evaluation, which will allow the DDSCP to measure the impact of training on your practice, and improved outcomes for children and young people.

Top Tips

To help make the training a positive experience, please consider the following:

1. Be on time. It's a good idea to log in a couple of minutes before the course is due to start.
2. Be prepared:

    - Find a quiet place to access the training.
    - If working from home, make sure the environment is appropriate. Safeguarding training is not suitable for young children.
    - Complete any pre-reading that is required.
    - Print off slide handouts so you can make notes.

3. Mute your audio mic, to prevent audio feedback.
4. Use the Raise Hand function if you want to ask a question.
5. Use the MS Chat Function if you would like to ask a question or make a comment.
6. Training is a shared experience and we learn from each other, we encourage you to share your experiences and good practice, but remember to practise confidentiality.

Information for Delegates

We deliver training to delegates who may be:

- New to safeguarding.
- Very experienced.
- Work across various agencies across the whole of Derby and Derbyshire.
- Range from volunteers to senior leads.

Our multi-agency training reflects local priorities, the breadth of agencies, roles and experiences. Please check the learning outcomes before booking on a course to make sure it is suitable for your role.

Places are limited and we generally have waiting lists for our courses. If you are not able to attend, please ensure you cancel your place through the booking system or let us know via email. (DDSCPtraining@derby.gov.uk).

We welcome feedback so please share your experiences. It's always great to receive a comment or a compliment but if there is something we can do to improve the experience, we need to know that too.

The Training Team