

# Adult and Community Learning

## Online Learning with Inspire

### Using Microsoft Teams – Safeguarding Guidelines

Thank you for choosing to join an Inspire online course. The course will use Microsoft Teams, and you should have received guidance for joining the course. There will be further guidance on how we are using Microsoft Teams for your learning at your first session, but please note these general guidelines which we offer to ensure that everyone is comfortable and stays safe in our online classrooms:

- You will only be able to access your session with the password/link you have been sent. Please enter your first name and the first letter of your family name so that the tutor recognises you and can invite you into the session. Please do not share this link with anyone else.
- Please consider what is visible on camera in an online session – backgrounds should be as neutral as possible, avoiding, for example, family photographs, noticeboards, views which identify where you live; and family members, pets or other distractions!
- Tutors will start and end the session: learners will not be left alone together in the session once it has finished, and the tutor is leaving.
- If the tutor's connection to the session is lost, please leave the session. The tutor will try to contact you if it is possible to restart the session.
- For family learning courses children should never be in the session without their parent/carer learner/s.
- Any safeguarding concerns should be raised in the same way as they would for face to face learning (Inspire Learning Designated Safeguarding Lead: **Michael Reid 07856 779061**, **Deputies: Nicky Reed 0746 8354307 & Simon Cook 07442 937020**).

Please find below a link to a copy of Inspire's Safeguarding/Prevent z-card

<https://online.fliphtml5.com/ydjq/pszu/>

- If there are concerns for someone's mental health, the following may be useful:  
<https://www.mind.org.uk/information-support/>  
<https://mentalhealth-uk.org/>  
<https://www.samaritans.org/>  
[Mental health | Notts Help Yourself](https://nottshelpyourself.nhs.uk/)
- Should you see or hear something which gives you concern about domestic violence, help and support is available from the National Domestic Abuse Helpline 0808 2000 247,  
<https://www.nationaldahelpline.org.uk>

We hope you thoroughly enjoy your course.