



*Safeguarding  
is everybody's  
business*

## **Virtual Training**

### **What is Virtual Training?**

Virtual Training is in place of face to face training which is currently not available due to Covid-19 restrictions. It is a live session with a trainer and other learners which can be done remotely using digital technology. It enables learners to listen and interact with the trainer and with other learners as you would in a face to face session.

### **What Equipment/Technology do I need?**

A Quiet space where you won't be interrupted

Your handouts (sent prior to the course)

A laptop/PC/Smartphone or Tablet (max two people per screen please)

A Speaker and a Microphone as a minimum but preferably a camera too. (Most modern devices will have these built-in)

The training will be conducted through 'Microsoft Teams' but you don't need to download the software – you can join as a 'guest.'

### **How do I take part in a Virtual Training Session?**

1. Check the training calendar and select the course and date you wish to take part in.
2. Make sure you have access to the necessary technology (see above)
3. Book yourself on the course in the usual way using the booking form on the website.
4. Once your booking is confirmed, you will be sent a link via email. (Join meeting) along with the documents used in the training.
5. On the day, click on the link 10-15 minutes before the session is due to start
6. Enter your name and click 'join now'
7. Make sure your camera and microphone are working
8. Join in the Training!