Dear Delegate,

Thank you for applying to take part in the Methodist Church Foundation (online) training course; we are looking forward to welcoming you on insert date

This email contains everything you need to ensure that you have a good training session.

The aims of the Creating Safer Spaces Foundation session are:

* to appreciate that safeguarding is everyone’s responsibility and fundamental to the culture of a flourishing church
* to have a better understanding of good safeguarding practice within the Methodist Church to create a safer space for all
* to promote awareness and extend an inclusive welcome to those who have experienced abuse
* to recognise, respond, record and refer relevant concerns about the safety and welfare of a child or adult, and recognise blocks to good practice
* to learn from evidence from the Methodist Past Case Review (2015-17) and note the current national context, e.g. the Independent Inquiry into Child Sexual Abuse (IICSA)

Joining information

Time: insert

Join Zoom Meeting: insert link

Meeting ID: insert

Passcode: insert

Trainers’ names: Insert and email addresses

The foundation training is built around two sessions, the first session is 90 minutes and the second one is 60 minutes, with a break in between for you to move away from the computer. However, please be aware if others are in the house with you during the session, as some of the content may affect them. Where possible, try to be alone in the room and consider using headphones where possible.

If you are new to Zoom, you may find it helpful to watch a short video produced by the Learning Network by going to: <https://youtu.be/0VD1NgSAkow>

Course Materials

The course materials can be found at<https://www.methodist.org.uk/safeguarding/training/foundation-module-online-2020-edition-participants/>

*Handbook* - The course is supported by a handbook, which contains information covered in the course and additional information to support you in your role within the Methodist Church. Please do not print a copy of the handbook, your trainer will be able to advise you on how best to access a printed copy.

*Participants Workbook* - It would be helpful for you to download the Participant Workbook (Essential Handouts) before your session and, if possible, to print it out; this contains information you will need to take part in two of the course activities. This is a slimmed down version of the printed workbook, used in face to face sessions, to help save your printing costs.

Also in this section of the Methodist website you will find copies of:

* Learning Log – to access online or print off at home or local arrangements
* Feedback Form – to access online or print off at home + local arrangements for returning forms
* Privacy Notice - by taking part in the foundation course your relevant personal information will be held by the circuit. To find out more about how your information is processed and your Data Protection rights, please to read this form before undertaking the training.

Look after yourself

Safeguarding, and the issues involved in safeguarding affect many of us in different ways. Sometimes, safeguarding training can be difficult as it brings up difficult memories or touches on something happening in your life. These sessions can be difficult for any of us, at any time. It is important that you look after yourself. If there is something you are worried about before the course, please talk with one of the trainers who will be able to discuss with you the best way forward and talk about support that can be offered.

The course is supported by a chaplain who is will be joining the training session. They will introduce themselves at the start of the course and be able to be contacted by phone during and after the session. Your course’s chaplain is insert name they can be contacted on insert number.

Above all, look after yourself!

Kind regards