

Learner Induction Face to Face 2024-25

September 2024

Idea Store Learning



Housekeeping



- Toilets
 - No eating or drinking in class (except water)
 - Water dispensers
 - No smoking or vaping (including in toilets)
 - Keep mobile phones on silent



Health and Safety



We have a legal duty to keep you safe:

- General Health and Safety
- Nearest Emergency Evacuation and Assembly Point
- Nearest Fire Alarm & First Aid Box
- Safeguarding and Prevent

Check and provide information relevant to your centre

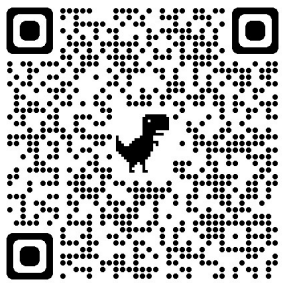


Safeguarding and Prevent



We must take action to protect all learners from harm including:

- Physical, Sexual, Psychological or Emotional and Financial or Material Abuse or Neglect
- Discrimination
- Radicalisation (Prevent)
- If you are at risk of harm or are worried about another learner, tell your tutor or contact the Safeguarding Officer – see posters on wall or visit the [Idea Store website](#), or scan the QR code



Safeguarding DSL



Idea Store Learning, Designated Safeguarding Lead Officer

Ian Wollington

- Email contact safeguarding Team
- ISLSafeguarding@towerhamlets.gov.uk
- Safeguarding contact number
- Tel 020 7364 1080



Sickness or Illness



- Do not attend class if you are unwell.
- Advise your tutor by email if you are ill
- If you feel unwell go home immediately



Attendance and Punctuality



We have high expectations regarding attendance and punctuality and expect you to attend all scheduled sessions and that you do so punctually and are ready to start learning at the start of the class.

We acknowledge the rare occasions when that will not be possible, please inform us before the class by emailing your tutor or: learnerservices@towerhamlets.gov.uk



Tower Values



- **Together**

We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets.

- **Open**

We are OPEN and transparent

- **Willing**

We are WILLING to challenge, innovate and be accountable

- **Excellent**

We empower each other to be EXCELLENT and go the extra mile

- **Respect**

We RESPECT all communities; they are the heart of everything we do



British Values



British Values are defined as:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance for those with different faiths and beliefs and institutions.



Getting the most from your course



- Be willing to work with everyone;
- Do not interrupt when others are speaking;
- Don't try to take up all of the tutor's time (others need it too);
- Be respectful of others' opinions and comments.

You may find that during your course a manager may visit your class and ask you questions regarding your course.

These are called Class Visits and they form part of our quality assurance arrangements.



Getting the most from your course



- Attend regularly
- Be on time and come prepared
- Let your tutor know if you are going to miss a class
- Complete your homework on time
- Ask us for help if you need it

If you need support during your course, please email

- learnerservices@towerhamlets.gov.uk



Any questions?

Thanks for your attention.

