

Learner Induction Online 2024-25

September 2024

Idea Store Learning



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



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.

OTLA (Observation of Teaching and Learning and Assessment)

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.

What is expected online?

Same standards as a face-to-face class:

- Attend regularly
- Be punctual - login in 5 minutes before class to address any IT Issues
- Let your tutor know if you are going to miss a class
- Complete any homework set
- Dress appropriately
- Don't drink alcohol or smoke on camera

If you need support during your course, please email
learnerservices@towerhamlets.gov.uk

What is expected online?

- Always have your camera on and your face visible – this promotes engagement between learners and learners/tutor
- Keep microphone on mute unless talking to avoid background distractions
- Do not record online sessions
- Make sure your learning space is free of hazards (Fitness classes)

Any questions?

Thanks for your attention.