

2020 Edition

SAFEGUARDING

Creating Safer Space

Train the Trainer Notes



Foundation Module
2020 Online Edition

The **Methodist** Church 

Before the Session

Before the session Foundation Module Trainers should have received;

- Links to the Learning Network South West film clips on using Zoom.
 - Introducing Zoom
<https://www.youtube.com/watch?v=OVD1NgSAkow>
 - Setting Up a Zoom Account
https://www.youtube.com/watch?v=HeQmz_MRYus
 - How to Screen Share on Zoom
<https://www.youtube.com/watch?v=yWMXKboowcw>
 - Using Zoom Breakout Rooms
<https://www.youtube.com/watch?v=7XJHHGpXg04>

- Trainers Notes for Foundation Module Training on Zoom

- Link to the video Gareth Bennett has done
 - Section 1 <https://www.youtube.com/watch?v=BvoUaBynjt0&feature=youtu.be>
 - Section 2 <https://www.youtube.com/watch?v=RCyzeZD2xbs>
 - Section 3 <https://www.youtube.com/watch?v=v79KNLSpUUO>
 - Section 4 <https://www.youtube.com/watch?v=gurLI8bibmw>
 - Section 5 <https://www.youtube.com/watch?v=KUUwbQSJx4A>
 - Section 6 https://www.youtube.com/watch?v=0JZW7P_YHgM

You will need:

- Methodist Prayer Handbook,
- Somewhere Methodist Church,
- PowerPoint for this session.
- Words to cut and paste into the chat (highlighted in yellow in this script)
- Foundation Module handbook,
- Zoom webpage open to show settings for Zoom Settings activity.
- One person allocated as technical coordinator with Host access and the second person delivering the material with Co Host access.

Modelling welcome to the session. (10 mins before session)

As people arrive at the session, model how to welcome well and make people feel comfortable. After the devotions recap on the welcome and discuss how FM attendees will be welcomed.

As people arrive;

- Let people in and welcome/introduce people by name as they do (if the name is known).
- Check the names on the screen match the name booked in and rename if needed.
- Complete the signing in sheet – as you do this mention to people that you have ‘signed them in’ so that they notice this is happening.
- Make sure everyone is comfortable and you can easily see them. If people have their camera pointing away or the light is bright suggest that they move the camera.
- Ask everyone to keep their video on so that you can look after them during the session.

- Remind people to stay on the zoom link as they will be allocated to a breakout room. Explain that if they do drop off the link, for whatever reason, they can be reallocated.
- Encourage everyone to unmute and say hello to each other. When you are ready to start ask everyone to mute.
- Just before you begin outline how the zoom session will run.

Introduction

Begin with a brief introduction. Emphasise that being here doesn't mean you have to deliver, this might be part of your decision process.

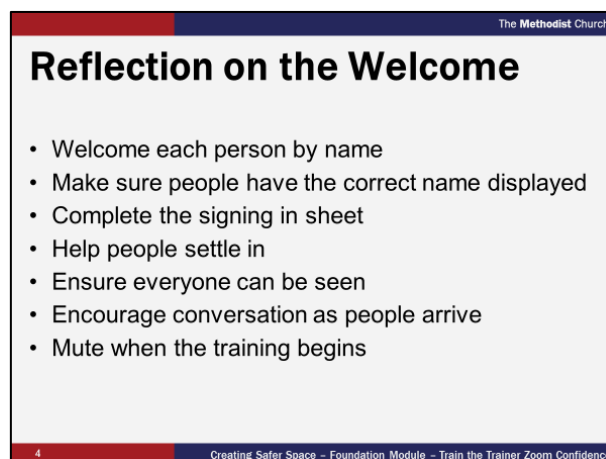
Tell participants that as they go through this session it may feel a little overwhelming, but be encouraged, with practice you will get the hang of this. Encourage them to choose a group they know well for the first session they deliver, possibly a retrain rather than new people. Remember you didn't think you could deliver this face to face once and you did!

Opening Devotions (4 minutes)



Use either the devotions from Foundation Module or from the Methodist Prayer Handbook.

Reflection on the Welcome (3 minutes)



Recap on the welcome as people arrived to this session and highlight that people coming to a Foundation Module session need to be welcomed in the same way.

- Welcome each person by name.
- Make sure people have the correct name displayed.
- Complete the signing in sheet.
- Help people to settle in.
- Ensure everyone can be seen.
- Encourage conversation as people arrive but mute when the training begins.
- People may not want to see themselves on zoom – they can completely hide themselves by switching off the camera but this may make it hard to check someone is OK. There is a ‘hide self view’ option which means the participant can’t see themselves but can be seen by others. (click on the 3 dots at the top of your image to find this).

Who delivers the Session? (3 minutes)



Encourage participants to look at the handout sent prior to this training. There isn't time to go through every role description but spend time on the points highlighted, either now or when they come up in the session.

Highlight that there are 4 roles in delivering the Foundation Module. This may not be achievable in some places and the roles may have to be redistributed amongst those available. However, **the Foundation Module should never be delivered alone.**

Trainers x 2

- To deliver the course material in accordance with the trainer's notes
- To screenshare and control the PowerPoint presentation
- To take feedback from the case studies
- **To keep the timings on track (possibly choose one of you to do this)**
- **To check into the breakout rooms to see everyone is OK.**
- To have a debrief session after the course to review feedback etc.
- **To work out together who is moving slides on and when. You may want one to one half of the session and another the other. You might want to ask for the slide to be moved on.**

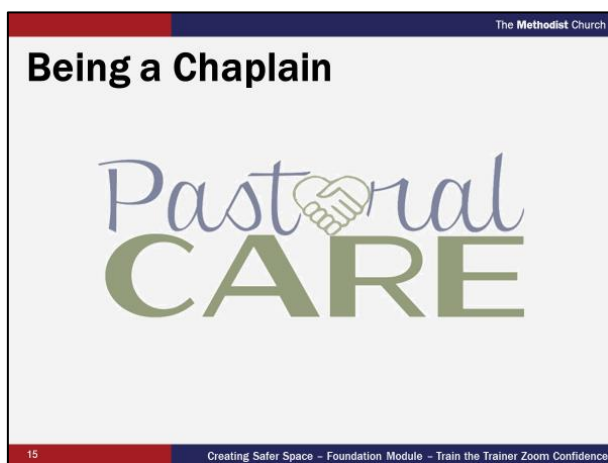
Zoom Co-ordinator

- To schedule the meeting and provide the link to all participants along with the PDF file of the Handbook and Workbook and any other papers required
- To admit people to the room as they arrive
- **To rename people**
- To 'sign' everyone in
- To set the chat function to 'with hosts only'
- To 'mute' and 'unmute' people when they need to participate
- To allocate breakout groups and send people to rooms at the appropriate time
- To bring people back from breakout rooms at the appropriate time
- **To monitor the 'chat' facility for Question Park questions, collate these and pass them on to the trainers**
- To watch for people's link dropping out and to re-admit them
- To endeavour to solve any technical hitches that arise
- **They don't need to be a trained trainer but do need to know the material.**

Chaplain/ Minister

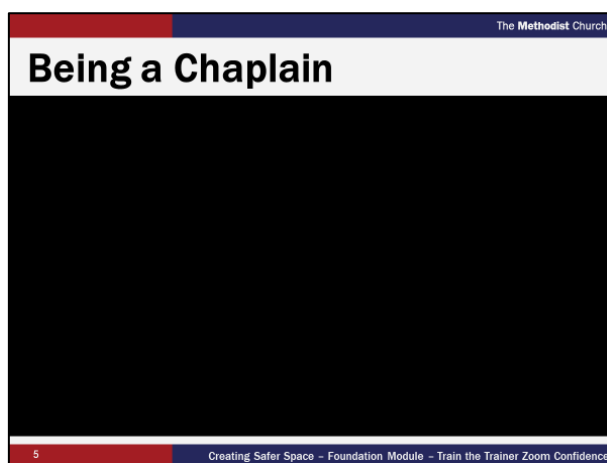
- To lead the devotions – as they would in a face to face session – therefore,
- To make participants are aware that they are there and can be contacted if needed
- To be present throughout the duration of the online session
- To keep a watchful eye on all participants and to notice if anyone is struggling
- If so, to private chat or phone them to see if they can help
- To receive phone calls from participants during or after the session if they need to talk
- To respond to 'private chat' messages requesting pastoral help
- You may wish to consider having a designated time directly after the training ends, to enable anyone with pastoral concerns to speak further to the chaplain or trainers
- Ensure that there is clarity for your participants regarding who they can contact for additional pastoral support following the training day

Being a Chaplain on Zoom (10 minutes)



Explain that we are going to watch a video of a chaplain, from one of the pilot sessions, sharing their experiences of this role.

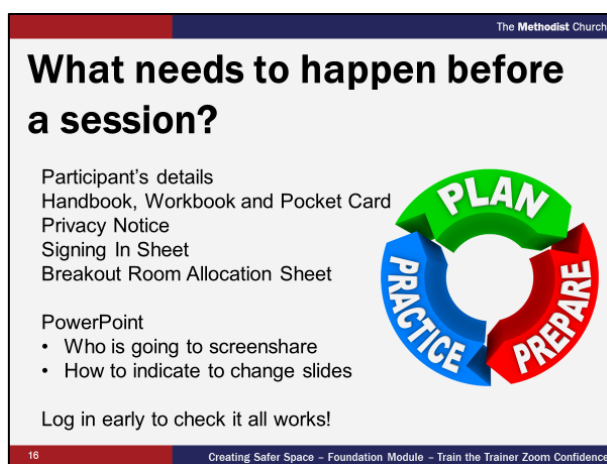
Show the video clip



Alternatively, if you have a chaplain who took part in the pilots, and would be willing to be interviewed, ask them the following questions.

- Before the session what does a chaplain need to think about?
- Practically during the session what do you do?
- What are the signs/things to look out for during the session?
- Are there any parts of the session that could be more of a trigger than others?
- What is the difference between being a chaplain on Zoom and being a chaplain in a real room?

What needs to happen before the session? (5 minutes)



The materials you will need to deliver the session include:

For trainers and participants

- Foundation Module Workbook
- Foundation Module Handbook
- Safeguarding Privacy notice (to comply with GDPR)
- Small Quick Reference Guide card

For trainers

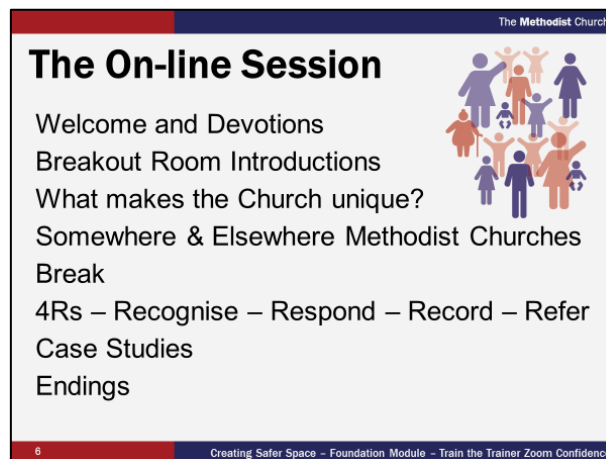
- Creating Safer Space: Foundation online version PowerPoint presentation

- Signing in sheet
- Breakout Room Allocation sheet
- An electronic certificate of attendance for each participant

Encourage the trainers to think about;

- What happens if you work cross circuit? Circuit boundaries have become more fluid. And with less people willing to train on Zoom it is worth thinking about training in clusters or across a District.
- Are there people in your Circuit who could take on the Zoom Coordinator role?
- How are you going to make sure everyone has the handbook and small card beforehand? (Drive thru/ size of circuit / local restrictions / e copies / cross circuit drop off / post it). There is an expectation that participants have looked at the handbook before the session.
- Which zoom account will you use?
- Who is sending out the joining letter and other administration?

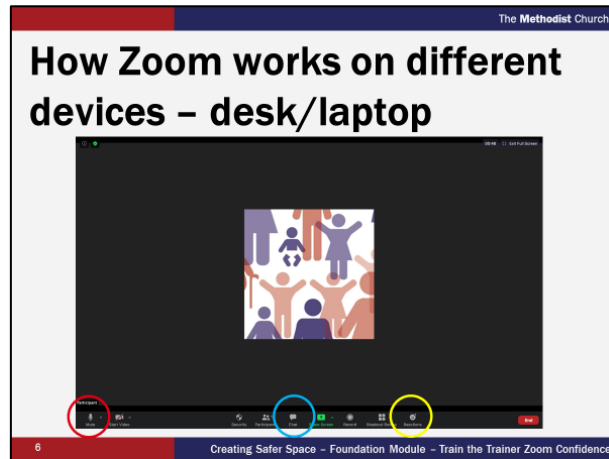
The On-line Session (4 minutes)



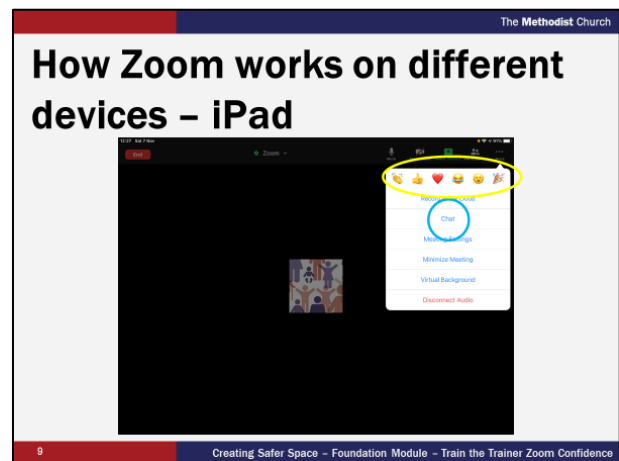
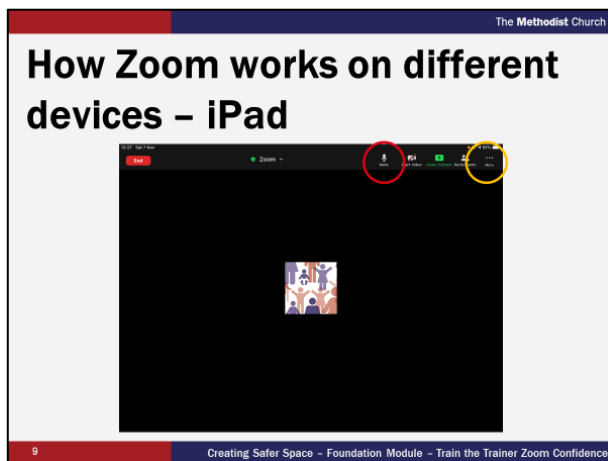
This is an opportunity to remind attendees how the format of the on-line session looks, particularly if they haven't had the opportunity to look at the six video clips.

It also gives opportunity to give a reminder about Breakout Rooms and the importance of have appointed a feedback person

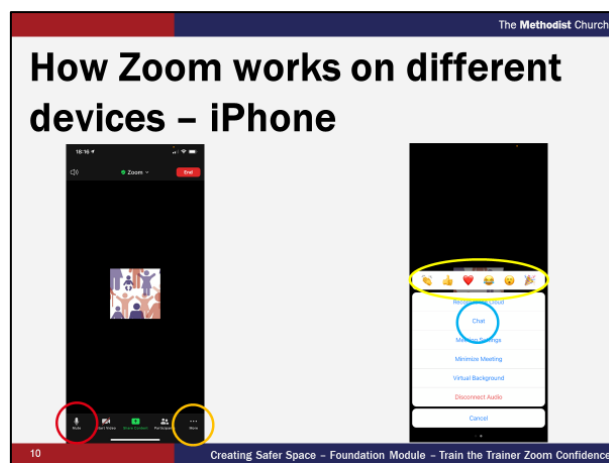
How zoom works on different devices (4 minutes)



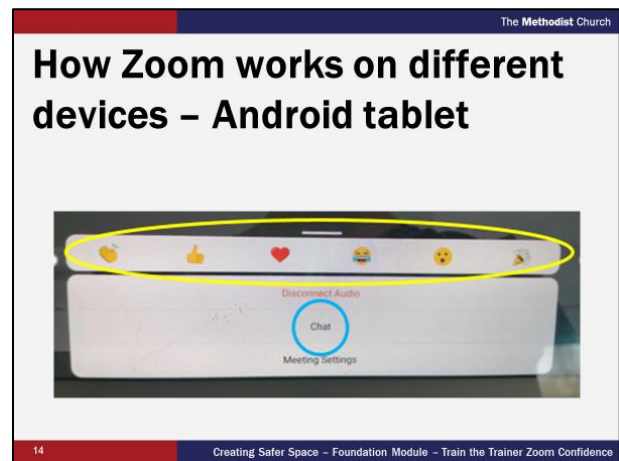
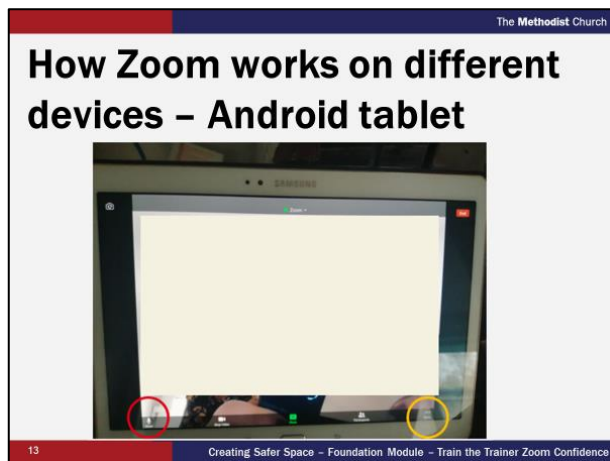
Desktop or Laptop



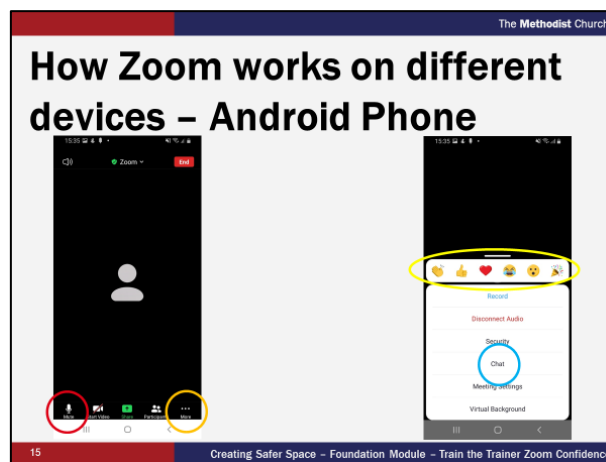
iPad



iPhone



Android Tablet

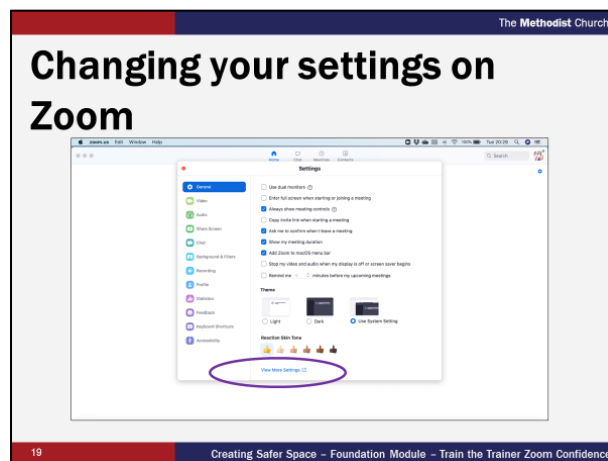
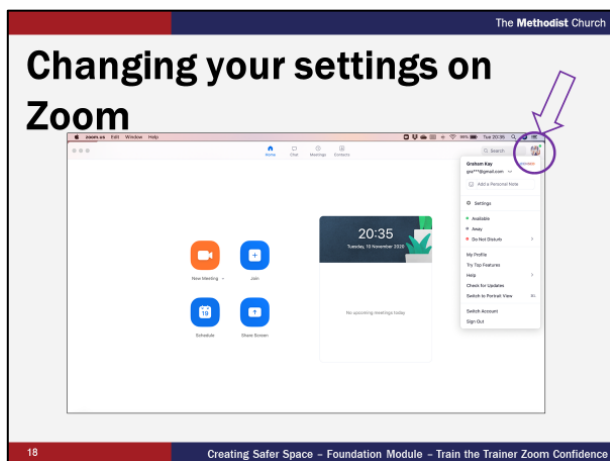


Android Phone

Share a series of slides with **screen shots** of Zoom on a desktop/laptop, iPad, iPhone, laptop, android tablet and android phone. This should be done briefly to highlight the differences. Explain to the trainers that when you say to people ‘click this button’ etc. it may not be in the same place for everyone.

Point out the differences particularly with the chat function and mute/unmute and reactions button. The key things to find if not on a laptop are Mute and More.

Changing your settings on Zoom (4 Mins)

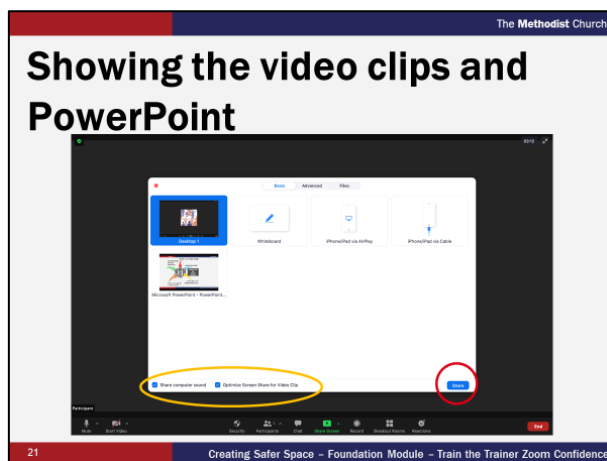


Before the session open Zoom settings on your laptop. Show slides 17,18,19 explaining that people may have seen these as they log onto Zoom. Stop the PowerPoint after slide 19 and screen share your screen with the Zoom settings on. Scroll through and highlight

- Waiting room
- Passcode
- ID
- Chat
- Prevent participants from saving chat
- Co host
- Screen sharing
- Breakout rooms
- Join from a browser

People will need a paid Zoom account to deliver this session but trainers shouldn't be paying for this themselves. Most circuits and many churches now have an account. Encourage trainers to talk with their Circuit or District Safeguarding Officer about which account are available for them to use.

Showing the video clips and PowerPoint. (4 minutes)



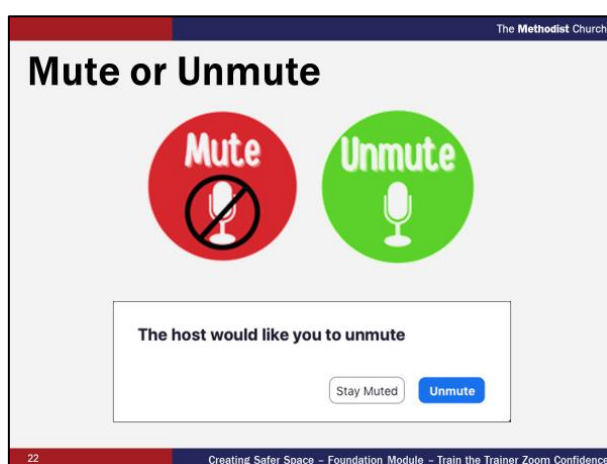
Show how to and how not to **share the screen**.

Activity - Give everyone screen sharing rights at this point and talk them through what they see on screen including sharing sound. (in smaller groups you may want to have a go at screen sharing)

A few tips on screen sharing.

- Make sure you only have things related to FM open on your computer then you can screen share easily.
- All 4 leaders need to be able to share the screen just in case someone's link drops off. Have the PowerPoint on your laptop even if you aren't due to screen share.
- The Zoom Co-ordinator needs to be the host and the two trainers and the Chaplain need to be allocated as co-hosts.
- Practice together 'live' beforehand. Don't just run through on your own try it live to check everything works.

Mute or unmute? (4 minutes)



Explain that the tech person will control the **mute and unmute**. There are times when hearing everyone's voices is good especially as people arrive. But during delivery and feedback sessions anyone not contributing should be muted. The Zoom Coordinator may mute everyone or individuals if needed (e.g. if their dog starts barking!). But only the participant can unmute. Explain that at the tea break trainers should remind people to mute and switch video off then everyone doesn't see and hear what they are up to.

Activity - Ask everyone to mute themselves and then demonstrate how the Zoom Coordinator can request someone to unmute. They should see the unmute request come up on their screen.

Using the chat function as the Question Park (4 minutes)



Explain to the group that any questions about an issue that will be covered later or can't be answered immediately, should be written into the **Chat**. This will only be seen by the hosts and the Zoom Coordinator will check these.

The Zoom Coordinator needs a way to keep the Question Park questions together – this maybe by cut and pasting into a document or keeping a written list.

Any questions that can be answered in the sessions can be at the end, as long as time allows.

Any unanswered questions should be taken to the DSO and then the answers sent out to the participants at a later date.

Explain how to set the chat so that it only goes to the host and 3 co-hosts. Point out that messages can also be sent to people individually in this team of 4.

It may be helpful for people to label themselves 'chaplain' 'zoom coordinator' or 'tech and question park'.

For the next 2 activities set the chat function so that everyone can respond to everyone.

Activity 1 - Rename yourself now with your name and the name of your church.

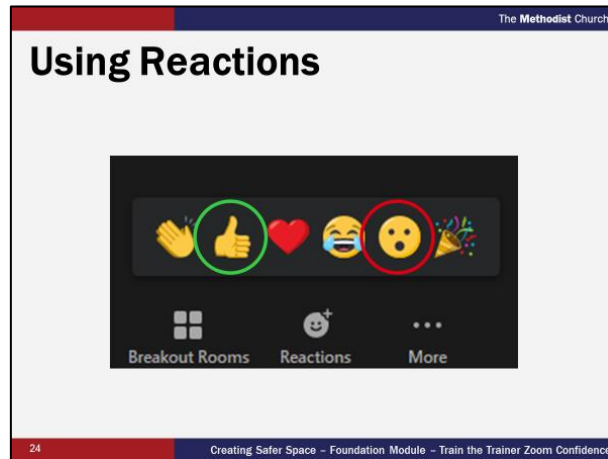
Activity 2 – Ask the following 2 questions verbally and in the chat and encourage people to respond either to both trainers or just to one.

1. What is your favourite pudding?
2. Tell us the town where you live?

As trainer put in your favourite pudding. Once everyone has had a go ask if anyone spotted what it was?

Things appear quickly. You need to be able to notice what is for the Question Park and what is other and sort accordingly.

Using Reactions (5 minutes)

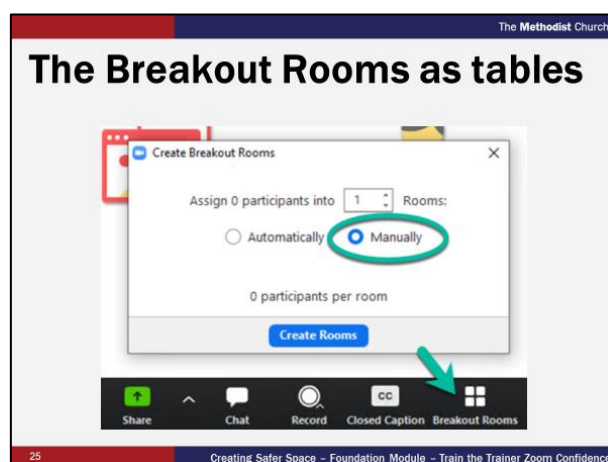


Show where **reactions** are and encourage everyone to have a go. Check that everyone has all 6 reactions, there are still some versions of Zoom that only have 2. If this is the case with participants in a Foundation Module Zoom then you will need to use a waving hand instead of a shocked face in the following activity.

Activity - Read a paragraph from Somewhere Methodist Church and ask everyone to use the reactions to show the shocked face when they are shocked and the thumbs up when they think its OK.

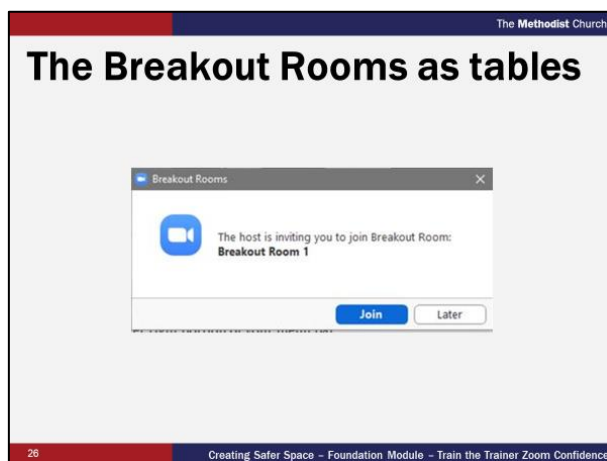
Explain that this is how Somewhere and Elsewhere Methodist Church case studies are now done.

The breakout rooms as tables. (10 minutes)



Explain that the **breakout rooms** in the zoom session work as the table would in the face to face sessions.

1. Only Host (Zoom Coordinator) can allocate breakout rooms.
2. Allocate people numbers, not screens, as often there is more than one person on a screen.
3. Allocate manually not automatically. You may want to put people in rooms where they know people. You may want to group people e.g. all the youth workers in one room and all the stewards in another. This means you can allocate case studies to suit. There is a feature on zoom to choose rooms. Don't do this in this session!
4. At the beginning of the session there is a time for everyone to go into breakout rooms to introduce themselves.
5. People may have a particular reason they don't want to be in that breakout room so they can come back into the main room and tell you this at any time during the breakout sessions. This won't happen often but when it does it is important to that person that they can move.
6. Make sure each breakout room comes back from the introduction session with a named feedback person and note this down. This person will then bring feedback particularly from the case studies.
7. When you are taking case study feedback you can ask for the group and person by name.
8. Move around the rooms to check everyone is OK just as you would in a real room. The zoom coordinator needs to stay in the main room and allocate the 2 trainers to different rooms. Once they are done in that room they come back to the main room and the Zoom Coordinator allocates to the next room until all the rooms have been visited.
9. When people go into breakout rooms they can't see the PowerPoint screen, so put into the chat any questions they are to discuss.



Activity - Go into a breakout room and introduce yourselves briefly. Then follow the instructions in the chat.

Before the breakout room session ends come back to the main room using the Leave button. Make sure you are all able to do this before you come back.

Choose one person who will be the feedback person – for today's session they will just need to say who they are when asked.

As people come back ask the feedback person from each room to say who they are.

The Learning Log and Feedback Form

Encourage trainers to use the learning log, as indicated in the trainers' notes. This is a good way of making sure participants refer what they learn to 'real life' situations.

Once we have more details of the way feedback will be taken explain this here too.

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The Learning Log & Feedback

**Creating Safer Space:
Foundation Module – 2020 Edition**

Name: _____ Date: _____

	What have I learned?	What might I need to say/do?
Our Church Context		
Good Practice		
Recognise		
Respond		
Record & Refer		


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Any Questions

At this point pause and allow those who feel comfortable with Foundation Module on Zoom to leave. Encourage those who still have questions to stay on and ask these. Stay on for ½ hour for those who have specific questions or who need further help.

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Any Questions



Please stay online at the end and we will try and answer your individual questions

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Thank You

Thank You



Creating
Safer Space
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Module
Zoom
Confidence

Thank those who are leaving for their time and commitment.