

Staying Safe On Your Learning Journey



Change Your Life
learn something new



Education & Skills
Funding Agency



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Dear Learner

Welcome to Halton Adult Learning. We really hope you enjoy your time with us as you start (or continue) your learning journey with us. By joining an Adult Learning course you will learn in a relaxed, welcoming and friendly environment. Most of our classes are back in Centre, but we are still delivering some classes online. Tutors will do all they can to support you through the whole of your learning journey, and whether your course is online or classroom based, you will be given an online TEAMS login – this can be used in the classroom and at home whilst you are enrolled on a course.

If you don't have access to a laptop at home, we may be able to help! Thanks to funding from the Liverpool City Region, we are able to loan out laptop equipment to learners who need it – just ask Learner Services for more information.

If you need help logging on, your tutor will support you and we have guides available. You might also be interested in our free weekly 'Drop In' IT sessions where our Tutors will be able to support you and answer any questions you may have. If you need help to access a Laptop or data to complete your course please let us know. We have a Laptop Loan Scheme available and will do all we can to help!

With this increase in online activity for everyday activities such as learning, it is essential that you are aware of the risks and know how to stay safe online. Please read the information in this booklet to ensure that you are able to stay safe online and if you would like to know more please speak to your tutor or call in to one of our 'drop in' sessions.

We hope you find your time with us both enjoyable and safe.

If you have any comments, compliments or complaints regarding safety please remember that you can now submit on our website as well as in our Centres!

Health and Safety Advice

You have the right to be and feel safe where you learn. Your tutor will talk to you about health and safety at the start of your course.

Accidents



If you have an accident, report this to your Tutor or our Learner Services team, who can contact a qualified first aider if necessary. Keep all floors clear of bags and other belongings.

Personal Safety



Plan ahead and take practical steps to keep yourself safe, especially if you are attending an evening class. Think about how you will get to and from the Centre safely e.g. plan your route and check bus timetables.

Respect



Other people should not threaten, hurt or abuse you in any way and you should respect others' rights to safety and not threaten, hurt or abuse them in any way.

Fire and emergencies



Take the fire drills seriously – this practice can save lives in an emergency. Never block fire doors and make sure you know how to raise the alarm, what it sounds like, where the fire exits are and where the assembly points are. If you use a wheelchair or have mobility difficulties, we will develop a Personal Emergency Evacuation Plan (PEEP) with you.

Computers and online safety



There can be serious risks with going online. Your tutor will advise on how to stay safe online and the dangers of inappropriate use of social networking and other websites. Please read the e-safety advice available on our website or visit www.getsafeonline.org

Health And Wellbeing

Get active

You don't have to spend hours at the gym but fitting some exercise into your day improves your health and reduces the risk of disease. Take a walk, go cycling or just take the stairs instead of the lift! Making sure you do some physical exercise, even if you don't feel like it at first, can give you quick results in improving your mood.

Food and Mood

Eating regularly maintains blood sugar levels. Not eating regularly can make you tired, irritable, anxious and cause poor concentration. Good tips include eating breakfast, eating every 3-4 hours, avoiding junk foods, eating plenty of fruit and veg and drinking lots of water.

Drink sensibly

Alcohol can cause depressive feelings, heightened anxiety, or feeling out of control in a way that feels unpleasant. Remember to make your own decisions about what is right for you and not to bend to peer pressure around drinking.



Learn to take time out and relax

People have lots of different ways of relaxing or having downtime from the stresses of life; a hot bath, listening to music or watching a film. Whatever it is for you think about the things that help to keep you calm or content, and make sure they are in your routine.

Ask for help

Many of us would feel valued if a friend asked for help or advice but it is often hard to ask for help if you are feeling down.

Try and approach people that you trust to talk to if you are feeling overwhelmed. People are usually happy to help.

Connect

Connecting with the people around you: your family, friends, colleagues and neighbours can have a positive impact on your mental wellbeing.

Keep learning!

Learning new skills can give you a sense of achievement and increase your self-esteem and confidence.

Staying Safe Online

Using computers and similar devices to go online has made everyday activities such as shopping, banking, paying bills and keeping in touch fast and easy ... anytime, anywhere. There are, however, a number of risks associated with going online and it is important that you know how to stay as safe in the 'virtual' world as you do in the 'real world'.

Online shopping

Make sure you can spot the difference between genuine and fake websites, secure and insecure payment pages and authentic and counterfeit goods. You can find more information at www.getsafeonline.org . Never click on unfamiliar pop-ups or windows.

Scams

Watch out for fake links in emails, texts and posts, or even email attachments posing as parcel delivery notifications. They could also call you claiming to be from your bank, a retailer, a delivery firm or software support company, but with one aim – stealing your money or identity. If in any doubt, always call the organisation on the number you know to be correct.

Phones, tablets & computers

Protect all new or second-hand internet-connected phones, tablets and computers with a reputable security app/software. Add a PIN or passcode as soon as you power up. Ensure all devices are regularly backed up so you don't lose your valuable documents and other files, or those precious photos.

Software, operating system and app updates

Download updates to operating systems, apps and software as soon as you're notified that they're available. If you don't, you risk devices being infected by malware, and possible fraud or identity theft. Better still, set them to update automatically.

Mobile apps

Download apps only from official sources such as App Store, Google Play or Microsoft Store. Apps from unofficial sources could result in fraud or identity theft.

Second-hand mobile devices

If you're selling or gifting a computer or mobile device, perform a factory reset to erase your data. You can find out how from the manufacturer's website. If you've bought or been given a pre-owned device, remove the previous owner's settings and data if this hasn't already been done.

Out & about with your mobile devices

Wi-Fi hotspots in cafés, pubs, hotel rooms, on public transport or other public areas may not be secure. They may also be fake, set up by a fraudster. For this reason, avoid connecting with them if you're doing anything confidential online. Keep devices themselves protected from theft or loss. Be wary of people watching your screen over your shoulder.

Avoid oversharing

Stop and ask yourself if what you're about to share on social media is really necessary. Could it be helping a fraudster? Could it give your children a digital footprint they don't want? Posting about being away could be telling a burglar that your home is empty. Take a few minutes to review your privacy settings.

Video calls

This year, many of us will be catching up via a video call. Apart from using a service that everyone finds easy to use, make sure it's secure by choosing one that needs a strong password, and don't share the call invitation or details outside the group on the call.

Using Teams

1. The Adult Learning Office account should only be used for teaching and learning purposes.
2. Create a strong password; combine characters, numbers, and symbols to keep your online accounts secure and do not share details with anybody.
3. Think about your background; use the background 'blur' if available and avoid having any children/personal details in view of the camera.
4. Practice where to place your laptop/tablet/phone so that your tutor gets a clear view of your face. Again, make sure that no other family members are in view.
5. Make sure you are fully dressed, wearing appropriate clothing and are comfortable and ready to learn.
6. Manage interruptions from people or pets - if you are interrupted, please do not shout or get angry: Remember you may be at home but in an online meeting you are in a public place and your tutor and other learners can see and hear everything you do.
7. Do not share or upload any inappropriate images, videos or text.
8. Report any inappropriate content or behaviour to your tutor immediately.
9. Respect your tutor and other learners at all times: Please remember:
 - always speak and behave with respect for others
 - don't interrupt or talk over the tutor or other learners
 - do ask to be let into the conversation and discussion
 - be friendly and show respect for each other
 - follow the class rules your tutor sets
 - discuss any concerns with your tutor





Important Safety Information

Halton Adult Learning Service is committed to providing the best and safest learning environment possible to ensure learners can succeed. We believe it is everyone's responsibility to:

- Respect each other's right to feel safe
- Treat each other fairly and with respect
- Not to threaten, hurt or abuse others in any way.

SAFEGUARDING

What is Safeguarding?

Safeguarding is the way children, young people and Adults at Risk (of harm) are kept safe from a range of potential harm. It looks at ways we can prevent harm happening, as well as responding to any harm that has taken place.

Abuse is when someone does or says something that hurts, upsets or frightens another person **and that person is not able to stop it happening**. It might happen on purpose or the person doing it might not realise it is wrong or causing harm, but both are still wrong and it should not happen. If you think something is wrong, talk to someone.

Types of abuse include physical abuse, sexual abuse, financial abuse and neglect. Domestic Violence and Modern Slavery and Hate Crimes are also types of abuse.

Abuse can be caused by anyone:

- A partner or relative
- A friend or neighbour. Sometimes a person can pretend to be a friend so they can abuse a person, this is called Mate Crime
- A carer, this can be someone who is paid or a volunteer
- Someone in a position of trust
- A stranger

SEXUAL HARASSMENT & SEXUAL VIOLENCE

What is Sexual Harassment?

Sexual Harassment is used to describe any sexual activity or act that happened without consent – this can happen to anyone. It is defined in Law as the act when someone carries out unwanted sexual behaviour towards another person that makes them feel upset, scared, offended or humiliated. A few examples of sexual harassment are:

- Sexual Comments or noises – things like wolf whistling for example
- Taking photos or videos of another person's clothing – sometimes known as 'upskirting'
- Sexual gestures and leering suggestively – like looking someone up and down in a way that makes a person feel uncomfortable
- Sexual 'jokes' and innuendo
- Unwanted sexual attention or requests for sexual favours
- Sending emails or texts with sexual content
- Commenting on someone's appearance

What is Sexual Violence?

Sexual Violence is any kind of sexual activity or act (including online) that is unwanted or involved one or more of the following;

- Force
- Pressure
- Manipulation
- Bullying
- Intimidation
- Threats

In other words, any kind of sexual activity that takes place without consent, for example:

- Rape
- Assault by penetration
- Spiking
- Cyber Flashing
- Female Genital Mutilation

PREVENT

What is Prevent?

Prevent is about safeguarding and supporting those vulnerable to radicalisation. It aims to stop people becoming terrorists or supporting terrorism views and also provides practical help to stop vulnerable people being drawn into terrorism. Radicalisation by extremist groups or individuals can take place face to face, in groups and online. They target people who can be more easily led to extremist ideas because of their life experiences, mental health or sometimes their upbringing.

How do I stay safe from radicalisation?

The internet is a risk because of the large numbers of people extremists can reach. Social media is the main way they 'groom' people, through Facebook, Twitter and lots of other sites and apps. Social media is also used for research by extremists, making it easy for them to identify those who may be vulnerable from what they reveal in their profiles, posts/tweets, photos and friend lists.

To help prevent this be careful about the information you share online and report any online material that promotes terrorism or extremism. These groups also use 'fake news' to stir unrest and a sense of injustice, often using a factual event but changing the details of the story and the motives of the people involved to fit their views.

Always ask yourself:

Is this really likely or written to shock people? Ask yourself what the writer wants you to think and why?

Is anyone else reporting the same story in this way? Check respected and well established newsfeeds to see if they have covered this.

Research the source. Find out more about the publisher, for example whether it is a normally reliable source or the personal blog of an individual. See if you can find unbiased reviews of the source.

Check facts. Authentic news is often backed up by official data, surveys and previous, similar instances of the occurrence being reported. Often, it is quite clear that the news is just hearsay, or simply made up.

Reverse image search. To see if the image has been stolen from another source.

Use your instincts. Remember that if something sounds too strange, unreal or weird to be true, it often is.

To report illegal or harmful information, pictures or videos you've found on the internet visit <https://www.gov.uk/report-terrorism>

You can report things like:

- articles, images, speeches or videos that promote terrorism or encourage violence
- websites made by terrorist or extremist organisations
- videos of terrorist attacks

(You can make your report without leaving your name and contact details.)



The main aim of Prevent is to stop people from becoming terrorists or supporting terrorism



At the heart of Prevent is safeguarding children and adults and providing early intervention to protect and divert people away from being drawn into terrorist activity.



Prevent addresses all forms of terrorism and extremism.

What To Do If You Have A Safeguarding, Sexual Harassment/Violence Or Prevent

If you feel that you are at risk of harm and need help, or if you think that someone else is experiencing abuse or is at risk of harm it is important that you tell someone as soon as possible. Harm might be abuse but may also be risks from grooming by extremist groups (radicalisation).

In the first instance, you might be more comfortable speaking to your tutor, who may then pass your concern to the Safeguarding team. However, you can also contact the Lead Officer for Safeguarding (including Prevent) directly on

0151 511 8613 or **Siobhan.Saunders@halton.gov.uk**. If you are concerned about the actions of any staff member, volunteer or Governor you should immediately contact the Lead Officer for Safeguarding (including Prevent) or the Divisional Manager on **0151 511 8382** or **Siobhan.Saunders@halton.gov.uk**.

If you are concerned that you, or someone you know is being radicalised you can also call the national police Prevent advice line on 0800 011 3764, in confidence, to share your concerns with specially trained Prevent officers. The advice line is open 9:00am – 5:00pm every day.

In an Emergency i.e. the Adult at Risk is in immediate danger, please call 999



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HARDSHIP FUND

Is your current financial situation holding you back from enrolling or staying on a course with us?

We may be able to help.

We have access to a Hardship Fund where, if you are eligible, we **may** be able to help with things like:

- **Childcare Fees**
- **Transport costs**
- **Course Fees**
- **Course related costs, including resources that you need for your course, including text books or stationery equipment**

For more information, please speak to Learner Services or your tutor.



0151 511 7788



www.halton.gov.uk/adultlearning



adult.learning@halton.gov.uk



Check us out on Facebook


HALTON
BOROUGH COUNCIL

Safeguarding Useful Contacts

Safeguarding Adult Learning Services

Divisional Manager

Siobhan Saunders 0151 511 8382

Safeguarding Halton Adult Social Care

Adult Social Care services

0151 907 8306

Emergency Duty Team

0345 050 0148

Police

Emergency

999

Non-Emergency

101

Prevent Advice Line

0800 011 3764

Other

Halton Domestic Abuse Service

0300 111 1247

Rape & Sexual Assault Support Centre

01928 477980

Action on Elder Abuse Helpline

0808 808 8141

Respond (supporting people with learning disabilities) 0207 383 0700