

Attendance etiquette

In order to support your learning please ensure that you let us know about your reasonable adjustment requests upon registration to the booking system, or by emailing

Please;

Arrive on time and stay for the full duration of the training session

- If you are more than 15 minutes late arriving for either tier, you will be asked to rebook.

Tier 1 - If you leave more than 15 minutes before the end of the session, you will be asked to rebook

Tier 2 - You are required to remain until the end of the day, in except in the case of an emergency, which will be managed at the discretion the Lead Trainer

- For online courses, please ensure that you are ready and waiting in the 'lobby' 5 minutes before the start time of your session. At the discretion of the lead trainer, latecomers may not be admitted

- Please don't interrupt the session by asking if you can enter late as this can be distracting to trainers and other learners

You are encouraged to participate throughout the session as appropriate. This supports your learning. Examples include:

- Joining in discussions and participating in group exercises
- Sharing examples from your work or personal life you feel may be beneficial to the group
- Sharing your reflections and asking any questions you might have
- We encourage movement and the use of fidget aids during the session as this can support you to remain focused

Be mindful of your wellbeing: Oliver's story can be upsetting to think and talk about. Whilst we are striving to use his story to drive positive change, we appreciate that some elements of the training may be upsetting

- While trainers regularly check in with the group, it is your responsibility to monitor your wellbeing and let the trainer(s) know if you are finding it difficult
- Take time out if you need to, or you may prefer to leave the session
- If you leave the session without letting the trainer(s) know, we will attempt to follow up with you directly. If we cannot reach you, we will ask your organisation to check in on you

Be respectful of others; please be respectful of the views of other delegates (even if their views differ from your own) and allow others time to participate

Respect the confidentiality of others; we encourage delegates to draw on their own experiences and share these with the group. Any information of a personal nature shared during

the training is not be communicated outside of the session. In the event that an expert co-trainer becomes distressed by a discussion or line of questioning, we may stop the discussion to protect their mental health and wellbeing. Please be mindful that the co-trainer is sharing personal experiences which may have had a negative impact on them, and it may not align with a Medical Model or evidence-based research. It is personal to them.

Be mindful of communication differences and the wellbeing of trainers, who may need extra processing time when answering questions. They may also choose not to answer any questions that they are not comfortable with

If your workshop is taking place online, please also:

Keep your camera on unless we have made a reasonable adjustment for you to keep it off. This is to:

- Show that you are safe and well
- Protect confidentiality
- Connect with each other
- If your camera is off and there is no response, you may be removed from the session. Please do let us know if you cannot keep the camera on for any reason
- Resolve connectivity issues and attempt to get back online. Please let your organisation know as soon as possible if you are unable to get back online

Let us know if you cannot attend by cancelling your place on the Oliver McGowan Booking system, as this space is required by other colleagues. Please be aware that your organisation will receive notification if you miss your training session without cancelling it

Please be advised that in accordance with the Oliver McGowan draft code of practice on statutory learning disability and autism training, should any co-trainer be unable to attend, the session must be cancelled. We apologise in advance for any inconvenience this may cause, however neither NCORE, Lead Trainers nor Joined up care Derbyshire are able to act in breach of the Code of Practice and proceed with a tier 2 session in such circumstances.

In line with NHS England regulation, the Oliver McGowan training material is not routinely shared with delegates outside of the session. If you require this as a reasonable adjustment, please email NCORE to request it.

Before attending any session, please ensure you have watched the e-learning resource:

[The Oliver McGowan Mandatory Training on Learning Disability and Autism - elearning for healthcare \(e-lfh.org.uk\)](https://www.e-learning-for-healthcare.org.uk/)

We look forward to training with you

Thank you