Recording of Online Training – September 2022

The recordings will be stored safely for a period of 6 months and only a small number of individuals will have access to the recordings. Please note that we will **no longer** be offering to provide participants with a recording if they miss a session.

It’s essential we clearly communicate that we are recording and why to our participants. We will communicate this in our terms and conditions of contracts, as well as our set up emails through Arlo. We also need to ensure we communicate this at the start of sessions. To ensure we do, all future training sessions will now have extra wording added to them as standard. . Please see the attached new wording for the welcome to practitioner programmes and for family programmes. **Action - Please print these off and add them to all of your current manuals for online delivery.**If you are unable to print, please contact Souz @ [souz.ahmed@henry.org.uk](mailto:souz.ahmed@henry.org.uk%20or) who will send you copies.

Some participants, or yourself, may want to find out more about the data we collect and how we use it. Further information can be found in our privacy policy [www.henry.org.uk/privacypolicy](http://www.henry.org.uk/privacypolicy).

We will monitor the introduction of this new procedure and reflect on the new way of working and learn from its implementation. Please do get in touch with any questions or feedback.

Practitioner Training

**Welcome** participants warmly and check that everyone can see and hear one another.

**Introduce** yourself and invite participants to each introduce themselves by saying their name.

**Ask -** Whowill go first? Then ask the participant to pass onto another participant.

Welcome each participant repeating their name clearly so everyone can hear how to pronounce one another’s names.

**Suggest** that everyone unmutes to allow free-flowing discussion unless there is background noise that would be intrusive.

**Mention** that this session will be recorded for quality and training purposes and will be stored securely and not shared outside of HENRY.

Considerations

In the unlikely event of someone objecting to the recording please invite them to turn their camera off and mute during the session.

If someone is still uncomfortable with the recording, explain that we do mention that the training is recorded in the booking information and we only record for quality assurance and training.

Explain that we take privacy very seriously and that the recording is safely stored and discarded after 6 months. All the details are available in our privacy policy on the website. https://www.henry.org.uk/privacypolicy

If they are still uncomfortable and wish to leave please report this to your line manager (if internal staff) or Paul Thompson or in his absence Head of National Services & Innovation, Claire Farrell, at National Office (if freelance or sessional).