



Webinars – FAQs

Who are Webinars for?

Q: Can anyone in the FE and training sector attend?

A: Webinars are specifically for anyone in the FE and training sector who has a safeguarding role or function as part of a wider role. You may be a designated safeguarding lead, safeguarding officer or other title. What is important is that you have responsibilities for Safeguarding and Prevent.

Q: I'd like to attend but do not work for a Further Education FE provider. Can I still attend?

A: You must be working for an organisation within the FE and training sector. This includes colleges, specialist colleges, independent training providers, adult community learning and offender learning providers, sixth form colleges, work-based learning

Q: How do I book onto a Webinar?

A: Select the event that you are interested in and click on "Book your place"

This will take you to the booking form.

Q: What time should I join the Webinar?

A: In order for delegates to get the best experience we want to make sure the session starts on time. Please join 15 minutes before advertised start. So for example if the Webinar is scheduled to start at 10am, please make sure you join by 9.45am.

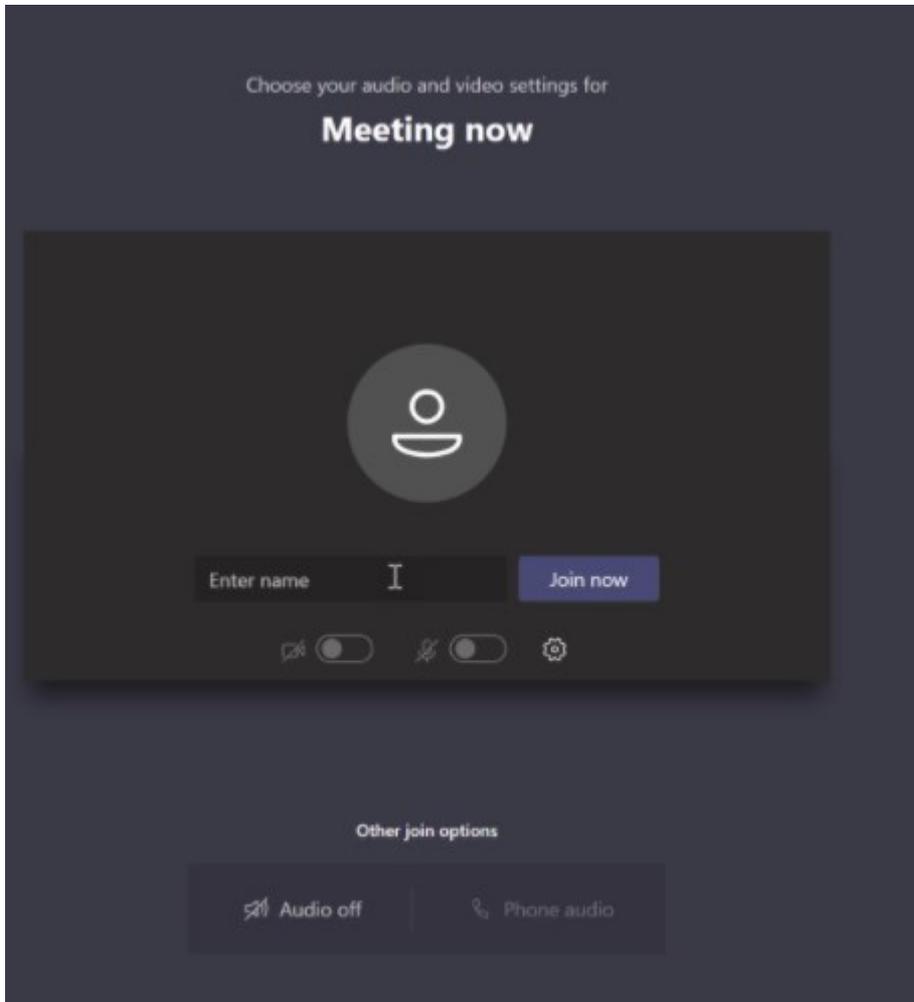
Q. How do I join the Webinar?

A. Once you have booked your place, you will be sent an email to confirm your place. The email will give you the link that you must use to join. The email will also confirm the time of registration.

Some of our Webinars are hosted on Teams and some on Zoom. When joining the event from your device, please make sure your display name will match the name on your booking form. This will help us with the registration process. We will do our best to identify you and assist you. If your name appears differently on your Zoom or Teams display to your booking form, this may delay your entry into the event.

Q. How do I enter or change my display name?

A. For events on Teams, click the meeting link. Type your name into the box where it says "Enter name". Then click join now.

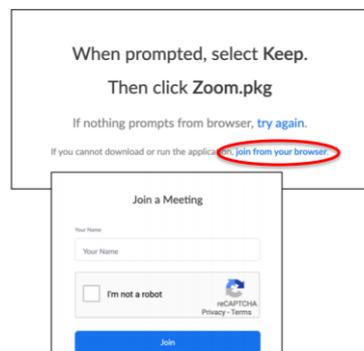


If the event is on Zoom and you need to change your display name, follow these instructions

- If using Zoom in your internet browser (eg Chrome, internet explorer)

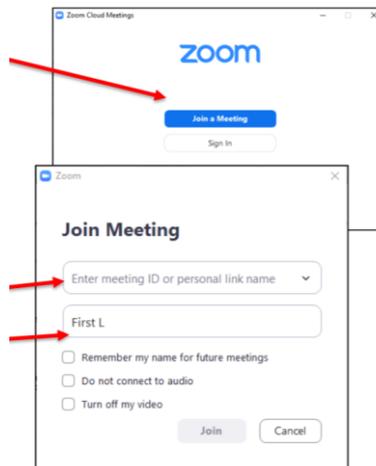


- Select “join from browser”
- Enter your full name as it appears on your booking
- Click the “Join” button and enter meeting password



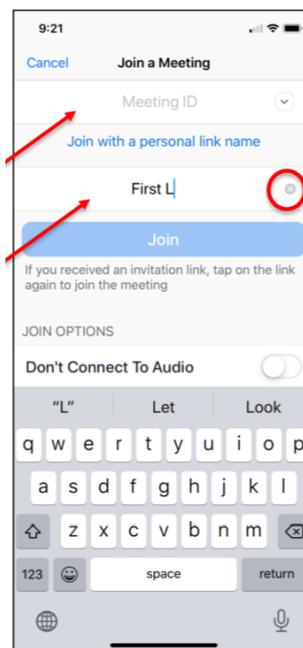
- If using the desk top app. Open the app and click “Join a meeting”.

- Enter meeting ID
- Enter your full name as it appears on your booking
- Click the “Join” button
- You will then be asked to give the meeting password



If using an iPad, smart phone or tablet app. Open the app and click “Join a Meeting”

- Enter Meeting ID
- Enter your full name as it appears on your booking
- Click the “Join” button
- You will then be asked to give the meeting password



Q. What if I book and then cannot attend?

A: There are limited places available and booking is a first come first served basis. We understand that emergencies and unforeseen circumstances can arise. We do ask as a matter of courtesy to our speakers and other delegates, that you let us know as soon as possible if you are no longer able to attend.

Q. What happens when all the places are gone?

A: We have a limited number of places. If you are unable to book because all places are gone, you can register your interest via the booking page. We will keep bookings under review and let you know if a place becomes available.

Q. Will there be other opportunities?

A: ETF are working with partners to produce a range of opportunities for those with Safeguarding and Prevent responsibilities to further their knowledge, network, discuss and reflect. We will update these pages with future dates and details of upcoming events.

Q. I have a query that is not listed here, how do I contact you?

A: If you cannot find the answer to your query here, please contact us at prevent@etfoundaton.co.uk. Please state in the subject line which Webinar or event your query relates to. This will help us get back to you as soon as possible.