

- Timings for the session (including lunch if appropriate)
- Comfort breaks, smoking/vaping
- Mobile phones – on silent
- Need to leave the room/meeting – just let us know
- Fire alarms – just go
- Interactive – please
- Questions – anytime
- Online sessions – share mobile number in chat in case of glitches / need for support
- Looking after yourself – apply PFA kit

It is important to recognise that by talking about mental health and wellbeing, the course(s) covers sensitive material, including trauma and suicide. You may find this upsetting and it's possible you or someone you love has been affected by these things.

Don't do or say anything that makes you feel uncomfortable; it's entirely your choice whether you share your experiences. It's important to look after yourself and if you need to take a break, you can step out of any session at any time. If you need to leave the call/session please let us know (by chat/email or text) what's happened and that you're OK. Re-join if you can.

If you are disconnected from an online session due to a technical fault please try to text us. If we don't hear from you, we'll try to get in touch to check you're OK.

Remember this is to resource you in your current role, not to set you up as experts with all the answers or to be THE single source of support for others – there is lots of help available, both within your Service and externally that you can help people access.

- **Confidentiality and respect**

The session needs to be a safe space so please don't share information discussed outside the session. Respect each other's confidentiality unless there is an issue of risk and then contact the Facilitator to discuss this. We're here to learn how to support ourselves and each other.