



Host Responsibilities

Connections: Link Life

Suicide Prevention Awareness Training Course

Thank you for agreeing to host Connections Link Life Training Course Online.

Attached are;

- 1) Host Responsibilities
- 2) Appendix 1: Your course booking form: Please ensure these details are correct, if you have any questions or need to amend your booking you must contact the FME office at the earliest point.
- 3) Appendix 2: Participant Registration
- 4) Appendix 3: How to participate – group agreement'
- 5) Appendix 4: Participant Suitability
- 6) Attached Template: Confirmation letter for hosts to send to participants.

We sincerely look forward to supporting your training journey, together we can empower ourselves and others to keep safe, be well and flourish.

1. HOST RESPONSIBILITIES

“The host is an individual within a group or organization who is responsible for this booking”.

Hosts must adhere to these responsibilities to aid and support the safety, wellbeing and success of the session.

1. Hosts to ensure that the FME booking form information is correct – see appendix 1.
2. Hosts must comply with minimum & maximum numbers of attendees.
3. Hosts will keep the FME office up to date with any amendments or changes to the booking at the earliest possible time, enabling facilitators to prepare for the group.
4. Hosts acknowledge that there may be times when late changes render the booking undeliverable.
5. Hosts will be required to register their own participants and gather all data required – see appendix 2
6. Hosts will ensure that their participants are able to;
 - 1) Access the training, (can operate the technology required to take part eg PC/laptop/tablet, internet, audio and zoom)
 - 2) Are complying with the ‘How to participate – group agreement’ – see appendix 3
7. Increasingly we are meeting vulnerable people at suicide prevention awareness training and we are reminding all hosts of their responsibility to ensure the readiness of the participants they invite or select for this training. – see appendix 4

HOSTS PROCEDURES FOR SAFETY INTERVENTIONS

1. Hosts are required to be available during and after the training in the role of participant support, follow up and intervention if required. To undertake this role hosts are required to be ASIST trained or equivalent and where the host is not trained in suicide intervention skills, we ask the host to forward us the name of the person who they have identified to undertake this role.
2. Should a participant not attend the training or should a participant turn their camera off without indicating that they are okay, the host will:
 - A. contact the participant contracting safety if necessary.
 - B. If the host is unable to contact the participant, the host will contact the emergency contact name and number held as part of the registration.
 - C. The host will have a crisis intervention procedure in place that can be activated if required.
 - D. The host will notify the facilitator of the wellbeing of the participant at the earliest point possible.
3. The host will help ensure that FME facilitator(s) should never be left alone online with their group. If the host requires ACCESS NI checks, this can be organized with FME directly, the host will pay the required fee and please allow time for the process.

APPENDIX 1- Booking Form

FME TO INSERT A COMPLETED FME BOOKING FORM HERE

APPENDIX 2- Participant Registration

Hosts must collect the following essential registration information of their participants and have it available during training.

- Name
- Email Address
- Mobile Phone
- Please provide the name of your emergency contact
- Please provide the contact number for your emergency contact
- Relationship to your emergency contact
- I understand that if I do not attend this training without informing the host that they will contact me to confirm my safety and if the host cannot contact me, they will contact my emergency contact.
- I understand that if I leave while the training is in progress without indicating to the host that I am safe that the host will contact me to confirm my safety and if the host cannot contact me, they will contact my emergency contact.

APPENDIX 3

Please check that you are suitable for this training?

I am keen to learn about suicide prevention and the steps that I can take to help keep someone safe.

⇒ I help people in a professional or volunteer role ***and/or;***

⇒ I am a caring family member, neighbour, or friend ***and/or;***

⇒ I am based in a ; community, sports, church, youth, person-centered, statutory environment ***and/or;***

⇒ I work in the third sector offering support services ***and/or;***

⇒ I work in the private sector in a HR, supervisory, helping or supportive role.

I am aged 18 years or over

I am living or working in Northern Ireland

I am emotionally ready

- I understand that Suicide Prevention Awareness training is potentially triggering
- I am confident in my ability to cope with the content of the training
- I will take steps to keep myself emotionally safe during training
- I understand that best practice advises that people who have been bereaved by suicide or by any other traumatic death within the last 6 months, should not attend
- I know how to participate as I have read and understand the Group Agreement -see appendix 2.
- If I need support, I know that I can reach out for help to Lifeline: 0808 808 8000

APPENDIX 4

How to Participate – Group Agreement

Welcome to the Connections Link Life: Suicide Prevention Awareness Training Course. We hope that you enjoy taking part in this training course which has been planned for you.

To help keep you and everyone else taking part safe here is the 'Group Agreement' for you to be aware of and follow.

Participation

- You must ensure that you are inside, comfortable and not in a room with other people present who are not taking part the training. Its ok to be in the room with others who are taking part in the training.
- You must attend through video with the webcam turned on at all times. We can't present to you if we can't see you. We will keep our camera on so that you can see us too.
- Make sure that your audio is working, turn your volume up to ensure that you can hear us and each other.
- Respect the confidentiality of the stories shared. You are not permitted to take recordings in any format during the training. If we are concerned about the safety of someone we will respond.
- Fresh Minds Education facilitator will take a photograph at the end of you course. If you have any concerns about that let the facilitator know through the chat facility so that we can accommodate your needs. We will never share your name or personal details.

Keeping everyone Safe

- If you do not turn up for the scheduled training, we will call you to confirm your safety and wellbeing.
- Should your leave the screen for a comfort break, you must let the facilitator that you are okay before you leave. You can do that by simply speaking or sending a message in the chat facility.
- If you leave the screen without communicating that you are okay, we will contact you and if you cannot be reached your emergency contact will be called.

TAKING PART

- We ask that you actively take part where you can. The facilitator will direct you to mute, un-mute, raise a hand or join a breakout room etc. There will be small groups of no more than 12 participants.
- As this is a funded programme you must complete an evaluation and monitoring form at the session that we return to the funders.

