



## Prostart Home Partnership – Remote Learning Guide

As a post 16 provider we recognise that young people need to have structure to their learning so they can develop skills and knowledge for the work environment.

We have moved our teaching sessions to a remote learning platform so that we are able to reach all learners/apprentices no matter where they are, especially as some are working from home or on furlough. This has had an enormous effect on the ability to meet in person.

Prostart is committed to deliver the necessary information and guidance required by our learners for them to succeed and with that in mind we welcome your support to achieve this.

We ask:

- That they are ready to start sessions at the designated time
- Are dressed appropriately
- Have their cameras on and are working in a suitable space with an appropriate background
- Join in and are attentive during sessions and respectful of the group members
- Learners must follow Prostart and their organisations rules and policies especially for e-safety and Acceptable Use of ICT, Remote Policy and DSE which can be found on Prostart's website.

If they are at home during a 121 meeting with their tutor and an adult is not present the session will be recorded for safeguarding purposes. No recording will be distributed or used for any purposes other than safeguarding and will be destroyed once the Designated Safeguarding Officer has authorised (after completion of programme).

Every effort will be made by staff to ensure that work is set promptly. Should accessing work be an issue, you should contact Prostart promptly and alternative solutions may be available. These will be discussed on an individual basis.

We would encourage learners/apprentices to follow the '5 Ways for Mental Wellbeing' framework which provides practical steps to support a healthy and balanced digital diet.

Use their Prostart padlet link for information, advice and guidance for Equality/ Prevent/Safeguarding - including online safety.

Finally, we ask you to help support and encourage them to work with good levels of concentration.

### References:

Five Ways for Mental Wellbeing - [Five ways to wellbeing | Mind, the mental health charity - help for mental health problems](#) | [Mind, the mental health charity - help for mental health problems](#)

Display Screen Equipment- <https://youtu.be/Af7q5j14muc>

The law says employers must plan work so there are breaks or changes of activity for employees who are [display screen equipment \(DSE\) users](#).

There is no legal guidance about how long and how often breaks should be for DSE work. It depends on the kind of work you are doing. Take short breaks often, rather than longer ones less often. For example, 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks.

In most jobs it is possible to stop DSE work to do other tasks, such as going to meetings or making phone calls. If there are no natural changes of activity in a job, employers should plan rest breaks.

Breaks or changes of activity should allow users to get up from their workstations and move around, or at least stretch and change posture.



## 5 Ways for Mental Wellbeing

### Connect

There is strong evidence that indicates that feeling close to, and valued by, other people is a fundamental human need and one that contributes to functioning well in the world.

It's clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages.

With this in mind, try to do something different today and make a connection.

- Talk to someone instead of sending an email
- Speak to someone new
- Ask how someone's weekend was and really listen when they tell you
- Put five minutes aside to find out how someone really is
- Give a colleague a lift to work or share the journey home with them.

### Be active

Regular physical activity is associated with lower rates of depression and anxiety across all age groups.

Exercise is essential for slowing age-related cognitive decline and for promoting well-being.

But it doesn't need to be particularly intense for you to feel good - slower-paced activities, such as walking, can have the benefit of encouraging social interactions as well providing some level of exercise.

Today, why not get physical? Here are a few ideas:

- Take the stairs not the lift
- Go for a walk at lunchtime
- Walk into work - perhaps with a colleague – so you can 'connect' as well
- Get off the bus one stop earlier than usual and walk the final part of your journey to work
- Organise a work sporting activity
- Have a kick-about in a local park
- Do some 'easy exercise', like stretching, before you leave for work in the morning
- Walk to someone's desk instead of calling or emailing.

### Take notice

Reminding yourself to 'take notice' can strengthen and broaden awareness.

Studies have shown that being aware of what is taking place in the present directly enhances your well-being and savouring 'the moment' can help to reaffirm your life priorities.

Heightened awareness also enhances your self-understanding and allows you to make positive choices based on your own values and motivations.

Take some time to enjoy the moment and the environment around you. Here are a few ideas:

- Get a plant for your workspace
- Have a 'clear the clutter' day
- Take notice of how your colleagues are feeling or acting
- Take a different route on your journey to or from work
- Visit a new place for lunch.

## **Learn**

Continued learning through life enhances self-esteem and encourages social interaction and a more active life.

Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression.

The practice of setting goals, which is related to adult learning, in particular, has been strongly associated with higher levels of wellbeing.

Why not learn something new today? Here are a few more ideas:

- Find out something about your colleagues
- Sign up for a class
- Read the news or a book
- Set up a book club
- Do a crossword or Sudoku
- Research something you have always wondered about
- Learn a new word.

## **Give**

Participation in social and community life has attracted a lot of attention in the field of wellbeing research. Individuals who report a greater interest in helping others are more likely to rate themselves as happy.

Research into actions for promoting happiness has shown that committing an act of kindness once a week over a six-week period is associated with an increase in wellbeing.