

# EXPLORE

## INDUCTION PACK

### EXPLORE Speakers

#### Welcome to Explore

We are an exciting lifelong learning programme established and managed by Joseph Cowen Lifelong Learning Charitable Incorporated Organisation. Our wide-ranging programme of talks, courses and workshops includes art history, culture, practical art, archaeology, astronomy, classics, literature, history, mathematics, music, philosophy, science and more ...

This pack is designed to give you all the information you will need when lecturing with Explore but please do talk to us if you have any queries. Please take some time to read through before your first session and familiarise yourself with the procedures in the event of a fire alarm or medical emergency.

Explore would not be possible without our expert tutors and we hope that you enjoy teaching our students.

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## 1. Contact details

E mail: [weareexplore@gmail.com](mailto:weareexplore@gmail.com) Telephone: 07949238531 (Tues-Thurs office hours only)

The Explore office is currently operating remotely and our administrator works Tuesday-Thursday. Outside these times you can still email and we will respond as soon as possible. You may also wish to contact the programmer you have dealt with if that is appropriate for your query.

If your message is urgent, please EMAIL [weareexplore@gmail.com](mailto:weareexplore@gmail.com) with the subject starting 'URGENT' AND TELEPHONE either your programmer, Rita or office – doing both email and telephone will greatly help speed up the process of informing the necessary people. Also see Section 4 for more information about cancellations.

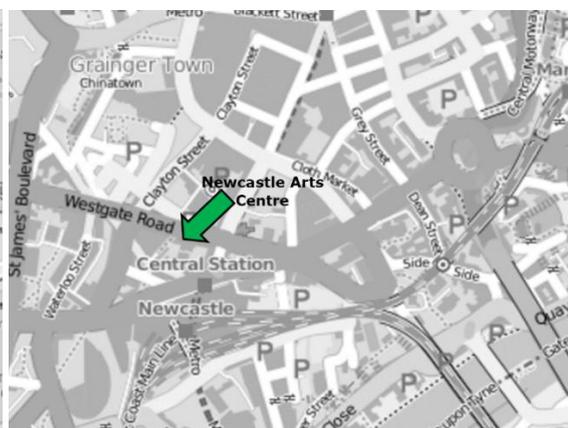
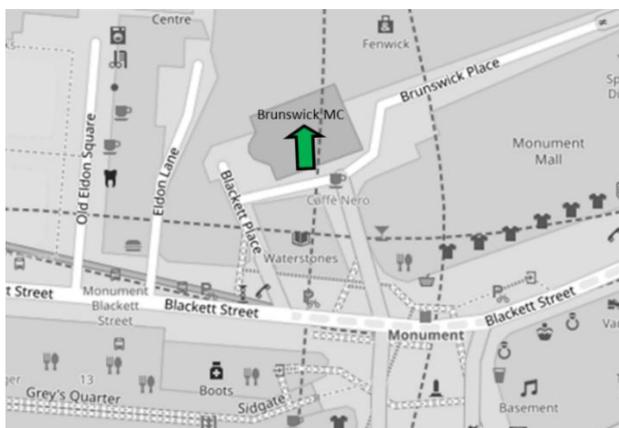
## 2. How to find us

We advise tutors to **arrive 15 minutes before** the start of their lecture to allow time for setting up.

The Explore Office is now operating remotely, however our Face-to-Face sessions are held at Brunswick MC in Newcastle City Centre (Brunswick Place, NE1 7B – behind Fenwicks/Waterstones). We occasionally also use spaces at Newcastle Arts Centre, 67/69 Westgate Road, Newcastle Upon Tyne NE1 1SG.

[Brunswick Methodist Church on Google Maps](#)

[Newcastle Arts Centre on Google Maps](#)



## 3. Personnel

### Administration

- Nancy Isherwood, Explore Administrator
- Dorothy Stainsby, JCLLC-CIO Director responsible for administration
- Rita Prabhu, Programme Coordinator

Programme Team	Name
JCLLC-CIC Directors responsible for programme overview	Anthea Lang & Malcolm Grady
Art history, Design & Practical Art	Helen Watson & Hazel Mitrani
Literature, Film & Music (Narratives)	Rita Prabhu
Science & Mathematics	Pamela Denham
Culture & Society (incl. History & Archaeology)	Kath Smith, Marie Brown, Lesley Pringle & Joan Oliver
Philosophy	Trish Hutson

#### 4. Cancellations

If you need to cancel a lecture at short notice due to illness or other unforeseen circumstances **please contact us immediately at [wearexplore@gmail.com](mailto:wearexplore@gmail.com)** (if you have a telephone number for Rita Prahbu please also call as this can help speed up the process) so that we can let our students know as soon as possible. Please do not re-schedule a session without first checking with a member of the programme team; there could be knock-on effects for other parts of the programme.

#### 5. Volunteers

Many of our members also work as volunteers and play a vital role in supporting Explore. Volunteers are on hand for each lecture, should you need assistance with audio visual equipment or any other matter.

#### 6. Zoom, Face-to-Face & Blended – Before & In the session

We advise tutors to arrive/join 15 minutes before the start of their lecture to allow time for setting up. We would be grateful if you could introduce yourself briefly at the start of each class, even where you work with us regularly, for the benefit of members who are new to your class. Please also bear in mind the format of your session (eg if there is an online audience as well as those in the room) to help everyone feel included.

##### **Zoom, F2F & Blended - Technical Procedure:**

Since the pandemic, Explore has adopted Zoom as a method of delivery, in addition to our preferred Face to Face (F2F) option. And now we have ventured into blended sessions where those unable to attend in person can join the session using Zoom. At the moment, blended sessions are delivered selectively.

- **F2F Delivery** – Explore provides a Windows laptop & overhead projector as standard equipment. We assume you will bring the PowerPoint presentation file (if using) on a USB pen-drive. If you prefer to use your own Mac device we have an adaptor to connect it to the projector but you may wish to bring your own to ensure compatibility. See section 8 for additional information regarding AV equipment.
- **Zoom Only Delivery** – Explore has a Zoom Pro licence which we will use for your session. A member volunteer will host the session and you will join the session as participant. We tend to keep control of the session, admitting attendees and late-comers while you share your screen and deliver your talk. If you prefer to conduct the class as host, we will of course transfer control to you. Participants stay muted during the talk and some use the Chat facility for questions & comments. Chat entries are recorded. It is entirely up to you if and when you respond to them. You can pause for Q&A and comments anytime you wish and attendees will unmute themselves if they wish to speak. Finally, we launch an attendance Poll at the start of the session before your talk. We advise that you share your contact number with us so we can get in touch if there are any last minute hitches regarding connectivity etc.
- **Blended Sessions** – this involves a F2F audience plus Zoomers. We encourage the tutor to deliver the prepared talk uninterrupted unless there is a question from the audience. Since Zoomers often cannot hear what is being said in the room, we advise tutors to repeat the question so Zoomers are able to pick up the relevance to the response from the tutor. We discourage lengthy discussions as this tends to exclude Zoomers from the proceedings. Zoomers stay muted during the talk and some use the Chat facility for questions & comments. Chat entries are recorded. It is entirely up to you if and when you respond to them. You can pause for Q&A and comments anytime you wish and if addressed, attendees will unmute themselves if they wish to

Speak. Finally, as for Zoom Only sessions, we launch an attendance Poll at the start of the session before you start. We advise that you share your contact number with us so we can get in touch if there are any last minute hitches regarding connectivity etc.

If you have agreed to use Zoom, the joining details will be sent to you before your class. If you are using Zoom with Explore for the first time you may wish to do a little connectivity test which would have to be scheduled with our programme coordinator, Rita Prabhu.

When being booked as a tutor for Explore, you will have been asked about your preferred option for delivery. Default delivery will generally be F2F. Depending on the timetable for the season we will consult you if there is a clash to consider a different date/time or a different mode of delivery if Zoom is an option for you.

## **7. Health and safety**

All attendees must sign in to the register at the start of the session. Please follow additional instructions from venue/staff regarding any emergency procedures (eg relevant assembly points).

In an emergency, please contact emergency services immediately unless you are sure someone else has contacted them already. If First Aid is required please only do so to your level of confidence and always make sure emergency services have been called first.

**For extreme medical emergencies (e.g. suspected heart attack or stroke) immediately call an ambulance on 999**

**Your location is:**

***(Likely) Brunswick Methodist Church, Brunswick Place, Newcastle upon Tyne, NE1 7BJ***

***(Also Poss. Newcastle Arts Centre, 67 Westgate Road, Newcastle upon Tyne, NE1 1SG)***

**Defibrillator** – there may be a defibrillator in the manager's office (upstairs behind café area) which has automated directions for use.

**After** calling the ambulance, please ask someone to wait at the entrance so that they can direct the paramedics to the right place. Try to keep them informed of what is happening also.

- At Brunswick MC there is a First Aid kit in the venue Office and in the Café area. The Caretaker on duty may also be a First Aider so should be alerted asap.
- For any minor injury requiring trained medical advice (e.g. cuts, bruises, sprains, earache, aches and pains) there is a nurse-led Minor Injuries Unit at the RVI open 8am to 9pm, tel: 0191 2820531.
- For more serious problems, go to the RVI Accident & Emergency Department. If necessary, phone for a taxi.

## **In Case of Fire (Discovering Fire or Hearing Fire Alarm)**

### **Action to Take if you Discover a Fire**

- Raise the alarm by operating the nearest manual call point or by simply shouting 'FIRE, FIRE, FIRE' and making other occupants aware of a fire situation
- Call the Fire Service by dialing 999 and inform them of the incident
- If it is safe to do so and you are trained in the use of portable fire extinguishing equipment including fire extinguishers and fire blankets, tackle the fire with equipment available (continued next page)

- DO NOT put yourself at risk
- Leave the building by the nearest available FIRE EXIT closing all doors behind you
- Report to your Assembly Point (eg Brunswick Place)

### **Action to Take On Hearing the Fire Alarm**

- Immediately leave the building by the nearest available FIRE EXIT
- Close all doors behind you
- Do not stop to collect personal belongings
- Do not use lifts
- Follow instructions given by Fire Wardens
- Report to your Assembly Point
- If you require assistance to leave the building, go to the nearest Refuge Point and wait until assistance arrives
- Do not re-enter the building for any reason until authorised to do so by Fire Wardens

We believe the **Fire Assembly Points** are currently as follows:

Brunswick Methodist Church – Brunswick Place

Newcastle Arts Centre – Joseph Cowen Statue on Westgate Road/Cross Street

**General H&S:** Tutors or students must not attempt to move equipment or furniture in the lecture rooms. If you need furniture or equipment moved please speak to the volunteer on hand or to someone in the venue's office.

## **8. Audio visual equipment**

Windows laptops and digital projectors are provided for all sessions however you are welcome to bring your own laptop if you prefer. If you use a Mac please bring an adaptor for your computer – we do have some Mac connectors but some models are not compatible. We suggest saving an accessible copy of your presentation to a format that will work on other computers in case of any incompatibility issues with other equipment.

**Other equipment needs:** If you have additional equipment needs please contact us at least a week in advance of your lecture to discuss this. If you do not require the laptop and projector then please let us know and they will be moved out of the way.

## **9. Copyright policy**

if you have supporting material such as lectures notes that you would like to circulate please forward this to either the programmer, programme co-ordinator or the office at [weareexplore@gmail.com](mailto:weareexplore@gmail.com)

**Before you send any material to us please read the copyright policy and guidelines contained in the Appendix.**

## 10. Payments

To pay you as Tutor we require an invoice from you which can be in any format you wish but should contain

- Your name and contact details
- Details of sessions delivered (subject & dates)
- Total hours for classes delivered
- Value of invoice (Hourly Rate is £45)
- Bank details as to sort code and account number to which you want payment to be made
- Invoice should be made out to Joseph Cowen Lifelong Learning Centre.
- Please send your invoice to Simon Pallett [treasurer@weareexplore.org.uk](mailto:treasurer@weareexplore.org.uk)
- Invoices for one-off classes will be paid within 28 days of receipt.
- Payment is per session (not per speaker if session presented by a team/multiple speakers)
- Unfortunately we can not pay for expenses, preparation or travel time etc unless agreed in exceptional circumstances.

## 11. Feedback

We welcome feedback both on your experience as an Explore tutor. If you have any comments on any aspect of Explore please e mail us at [weareexplore@gmail.com](mailto:weareexplore@gmail.com).

## 12. Data Protection

We will keep a record of your contact details for the purpose of administering your contract with Explore, including making payments. In order to communicate with tutors effectively we generally use direct email however occasionally we contact tutors via Mailchimp – this is so that we can contact a larger number of tutors at once. This might be to inform tutors of the new season’s programme, send reminders for invoicing or keeping everyone up to date with Explore news - we do not send out a high number of message via Mailchimp. This information will be kept secure and not passed on to any third parties. We will request permission to add you to our Tutors mailing list during initial contact between you and the programmers, however you can unsubscribe at any point. You can read our privacy policy documents in our [website footer](#). Please contact us if you have any questions or concerns.

## APPENDIX

### Copyright policy & Guidance on Copyright for Joseph Cowen LLC

#### Responsibilities

- Tutors are individually responsible for the content of material published on their own websites.
- JC-LLC takes responsibility for distribution of material to students and for the content of the Explore website and Facebook.

#### Guidance on use of material by JC-LLC

The following guidance will be used when assessing material for distribution to students and for publication on the Explore website. We reserve the right not to publish material if we feel there may be a risk of breach of copyright: therefore we ask lecturers to consider this before forwarding documents for publishing.

Material	Use in classes	Distribution to students (paper or electronic)	Publication on Explore website
Tutor's own notes, reading lists etc.	No restriction. Remains property of tutor.	No restriction. Remains property of tutor.	No restriction. Remains property of tutor.
Links to websites (e.g. for literature texts, other sources)	No restriction	No restriction	No restriction
Printed texts within copyright, e.g. book extracts, poems, short stories, translations.	Should not be photocopied as course material but may be used for private study.	Best practice is to provide weblink for students to download. Alternatively text may be emailed as pdf. Printing by/for students for private study is ok.	Weblink only
Powerpoint presentations	No restriction on tutor's own images or 'free use' source. If using copyright material, source should be acknowledged.	n/a	Only if no copyright material is included. Material will be monitored before uploading.
Sound recordings	Use of illustrative extracts is ok.	n/a	n/a
Films/video recordings	Use of illustrative extracts is ok. Showing of complete work infringes copyright.	n/a	n/a

#### Definitions

Copyright Laws give the creators of literary, dramatic, musical, artistic works, sound recordings, broadcasts, films and typographical arrangement of published editions, rights to control the ways in which their material may be used. The rights cover; broadcast and public performance, copying, adapting, issuing, renting and lending copies to the public.

#### Types of work protected

- Literary (includes books, song lyrics, manuscripts, manuals, computer programs, commercial documents, leaflets, newsletters & articles)
- Dramatic (plays, dance, etc.)
- Musical (recordings, scores)
- Artistic (photographs, painting, sculptures, architecture, maps, drawings, logos)

- v. Typographical arrangements of published editions (magazines, periodicals)
- vi. Sound recordings (musical and literary)
- vii. Film (video footage, broadcasts, cable programmes)

### What is prohibited

It is an offence to copy or adapt such works, rent, lend, or issue copies to the public, perform, broadcast or show works in public.

### What is permitted

Work may be used if copyright has expired, if use is covered under a licensing scheme, if permission has been obtained or if use can be defined as 'fair dealing'.

The term 'fair dealing' describes uses that are permitted to a certain degree without infringing copyright. Those relevant to us are:

- i. Copying parts of a literary, dramatic, musical or artistic work for research or private study.
- ii. Copying parts of a literary, dramatic, musical or artistic work, sound recording, film or broadcast for instruction (educational) or examination purposes.
- iii. Making an accessible copy for someone with a visual impairment.

In all cases the source must be acknowledged. Notably, however, there is little guidance on how much of a work constitutes a 'part'.

### Copyright and the Internet

Material found on the Internet (including YouTube) is also subject to copyright, unless the terms of its publication allows some free use (e.g. Creative Commons, OU Open Learn [3]).

### Duration of copyright (summarised)

Type of work	Duration
Literary, dramatic, musical or artistic work	70 years from year in which the last remaining author died
Sound recordings	70 years from release
Films	70 years from death of last principal director, author or composer
Published editions (including translations)	25 years from publication
Broadcasts	50 years
Crown copyright	125 years or 50 years from publication

### References

1. Government

<https://www.gov.uk/copyright/overview>

[http://www.copyrightservice.co.uk/copyright/p01\\_uk\\_copyright\\_law](http://www.copyrightservice.co.uk/copyright/p01_uk_copyright_law)

[http://www.copyrightservice.co.uk/copyright/p27\\_work\\_of\\_others](http://www.copyrightservice.co.uk/copyright/p27_work_of_others)

<https://www.gov.uk/government/publications/copyright-notice-digital-images-photographs-and-the-internet>

2. Recent guidance for education and teaching

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/375951/Education\\_and\\_Teaching.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/375951/Education_and_Teaching.pdf)

### 3. Where to access free to use material

<http://creativecommons.org/about>

<http://www.open.edu/openlearn/>