



Satellites  
September 2021

# Handbook

For parents, carers and families



## Welcome from the Principal



**Meryl Green**

Principal

### **Welcome to Derwen College – *'Where learning comes to life'***

We are delighted that your young person has chosen to come to Derwen. We look forward to getting to know them and supporting them at every stage of their learning journey whether as a residential or day student at our main campus, a day student at one of our three satellite sites or a trainee.

We understand that coming to college for the first time is a huge step for any young person. As a family you are likely to be feeling excited about the future but it is also natural to have questions and anxieties at this stage. The aim of this Parent and Carer Handbook is to provide practical advice and guidance based on frequently asked questions, and to sign-post you to additional sources of information and support where required.

We are very proud of all the young people that live and work at Derwen College and are confident that, once settled in, your young person will thrive in our supportive and inclusive environment. Every member of the Derwen team works hard to ensure that each student and trainee has the opportunities, support and encouragement they need. Our results and success stories speak for themselves.

I hope that you find this handbook helpful. If you think that we have missed something that could, usefully, have been included please do let us know so that we can continue to improve the service we offer.

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## Introduction to the handbook

This handbook is designed to provide information to the parents and families of students attending Derwen College satellite sites. The book refers to 'parents' but this is intended to include those who have a caring role for the student at home and other key family members. The handbook will provide an overview of the College, the facilities available and details of the support students can expect. It will give you an insight into how Derwen College will help your son or daughter get the most out of the time they are at College, and provide ideas on how you can support them in their journey into adulthood.

The contents of this handbook may be subject to change. An electronic version of the handbook is available on the Derwen College website ([www.derwen.ac.uk](http://www.derwen.ac.uk)).

## Introduction to Derwen College

Derwen College is a specialist residential college. Established in 1927 by Dame Agnes Hunt, the College has a long history of excellence for the training and development of young people with learning difficulties and disabilities. Derwen College is an Ofsted Outstanding College which offers students the opportunity to learn new skills in real work environments. Staff are highly trained and committed to ensure students achieve their full potential, educationally, vocationally and socially.

Derwen College has a main campus at Gobowen, Shropshire with satellite sites at Craven Arms, Walford and Telford. Main site curriculum pathway opportunities include: **Hospitality & Food; Retail & Enterprise; Performing Arts; Gardens & Plant Production; and Learning for Life**. Programmes at satellites are highly bespoke and include **Horticulture, Sport & Fitness, Business Support, Work Ready Skills**. In addition, throughout each programme, students learn independence, personal development and functional skills.

The Gobowen campus offers students residential accommodation, sporting facilities, a Wellbeing Centre, Student Union and excellent IT facilities. Our commercial centre, is open to the public and includes a Garden Centre and shop, the Walled Garden Café and Karten Print. The Orangery Restaurant and Hotel 751 will operate as a training centre for students whilst remaining closed to the public – this is in place for autumn term and will be reviewed. All of these facilities provide vocational curriculum experience for Derwen students.

# Our Mission

To educate, inspire and empower young adults to lead the lives they choose - *transforming lives*

# Our Vision

A world without barriers for people with SEND



# Our Values



## Working with Parents and Families

Leaving school is one of the biggest steps that a young person takes towards adulthood. The next big step is moving on, which may well be starting College. This is a huge leap from childhood to adulthood. Staff at Derwen College make it their responsibility to ensure that each young person is supported to make this transition. This support aims to inform and guide each person to be as independent as possible in all aspects of life. Children's services and adult support services are very different, and all staff will work with parents to prepare students for the adult world.

The transition from being a child under 18 to an adult at 18 can provide challenges for all young people, but for those with a learning disability there are significant implications for their independence, care and support. Alongside the practical differences between children's and adult services, there is a range of legislation which supports a young adult's Human Rights and civil liberties. We advise parents to discuss this with their son/daughter prior to starting College. There are a number of resource packs and organisations who can help with this, including:

- Preparing for Adulthood: [www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk)
- British Institute for Learning Disabilities: [www.bild.org.uk/resources/useful-resources/parenting-to-workforce/#Young-people-and-transition](http://www.bild.org.uk/resources/useful-resources/parenting-to-workforce/#Young-people-and-transition)

The support of parents and families is essential in helping students reach their potential and ensure that they get the most from their time at College. For many students, this is their first time living away from home. Initially this may seem daunting for both students and their families, but very quickly students settle into College life and start to relish the range of opportunities, fun, friendships and freedom on offer. Alongside this autonomy and freedom comes an understanding of responsibility, for both themselves and those around them. At Derwen College, staff will encourage students to be respectful, kind and supportive to others. All students are expected to follow a Code of Conduct which will be explained to them as part of the admissions process.

Students will also learn how to access support, information and advice independently. While it is understandable that students may initially turn to family members if they are feeling unsure, it is helpful if parents can advise their son or daughter to first seek support from the many staff who are on hand to provide it. They will soon become familiar with key staff members and feel confident in communicating with them. This will make them less anxious if there are times when family members are not immediately on hand. Speak with staff if you feel that your son or daughter is finding this difficult and needs extra support.

## Embedding Learning at Home

During their time at Derwen College, students will gain confidence in their independence skills. It is likely that they will exceed everyone's expectations, including their own. At the end of the first term each student will have an Individual Learning Plan (ILP) which will be sent out to parents and form part of the review process. The ILP will track the student's progress throughout their time at College and identify their next steps.

It is essential that students can continue practising what they have learnt at College during the holidays. If you can, please provide opportunities for your son or daughter to prepare meals, do their laundry and attend to their personal care while at home. If you are with your son or

daughter when they are accessing services in the community, encourage them to actively participate. If you notice a difference between their abilities at home and what is recorded on their ILP, please contact the Personal Tutor so it can be noted and the appropriate action taken.

In addition to a scheduled term-time programme of work experience, Derwen College encourages parents to seek holiday work placements to extend the range of opportunities for their young person. Transition is a shared responsibility and while Derwen College offers advice and guidance in relation to holiday placements there is a clear expectation that we work together with the student and their family to achieve the best possible opportunities. This often involves parents seeking and establishing specific placements based on their local knowledge, and this joint approach is generally the most effective and sustainable.

If you have identified a work experience opportunity close to home that your son or daughter can access in the holidays, please speak to the Work Experience and Transition Team at College. If their Personal Tutor is made aware they can add this information to their ILP.

### [Mental Capacity Act \(2005\) and Transition to Adulthood](#)

While staff at College always aim to work in partnership with parents and key people in the student's life, families should be aware that once a student has reached the age of 18 specific pieces of legislation become applicable. In line with the Mental Capacity Act (2005), it is always assumed that a student has capacity unless it is proven otherwise. We cannot share personal information with a parent without the student's permission (Data Protection Act, 1998) and this includes both education and healthcare information. Please see the Wellbeing Section with regard to Powers of Attorney and Court of Protection Orders. Staff at Derwen College are experienced in supporting students and their families through this transition and will always be happy to offer advice and information.

The following resource may be useful for students and their families.

- Mental Capacity Act Resource Pack. It is available on the Mencap website and explains how the Act applies to families of people with a learning disability  
[www.mencap.org.uk/advice-and-support/mental-capacity-act](http://www.mencap.org.uk/advice-and-support/mental-capacity-act)

## Supporting Derwen College Charity

Derwen College is a Registered Charity and we hope that you will want to support and promote the work we do. Each month a newsletter is e-mailed to all parents. This will give you an update on events, activities and news from the College. The College has a range of videos on the website and YouTube which give a flavour of the work and activities that the students have participated in.

There are several ways parents and families can support Derwen College. All families, parents and friends are invited to various fundraising events such as the Fete, Sponsored Walk and special social events. These events are a lot of fun and an opportunity for students to show family members what they have been doing and introduce them to their new friends.

If you would like to support Derwen College with fundraising you can visit the fundraising page on the website or make a direct donation. Our Derwen Charity staff will be pleased to discuss any suggestions or ideas for fundraising.

More information at [www.supportderwen.org.uk](http://www.supportderwen.org.uk)

## Parent Ambassadors

If you are interested in becoming a parent ambassador to share your experience as a parent/carer of a Derwen College student you can find out more at <https://www.derwen.ac.uk/parent-ambassador/>

## Feedback, Compliments and Complaints

If you wish to give feedback to the College, make a complaint, or compliment a staff member, there are a number of ways in which you can do this. You can contact the College directly using the contact details below. Alternatively, you may fill in a feedback slip or complete the annual survey. All parents are invited to complete the survey and the results are available on the website or on request. All residences have feedback slips which are available to students, families and visitors.

Derwen College has a Complaints Policy which is available on the website. If you are unable to access the website and wish to see the Complaints Policy please contact the College.

Any complaints or feedback should be made by contacting Carol Thompson via telephone, or via email:

Email: [haveyoursay@derwen.ac.uk](mailto:haveyoursay@derwen.ac.uk)

Telephone: 01691 661234

All complaints will be dealt with and investigated according to the [Complaints Policy](#).



## Curriculum areas and programme content

Derwen College satellite site curriculum offer includes opportunities in: Horticulture, Art & Design, Sport & Fitness, Business Support, Sales & Marketing, Hospitality, Business Administration and Work Ready Skills.

Building on existing skills, programmes are designed to stretch and challenge students to progress towards their intended outcomes. As their programme progresses students have a fantastic range of opportunities over and above the basic elements including participation in community projects, skills competitions, vocational trips, special events and activities.

Programmes at satellite sites are highly individualised and can have a vocational or independence focus. A guide to the curriculum areas available is as follows:

Walford – Sport & Fitness, Art & Design, Horticulture

Craven Arms – Business Administration, Work Ready Skills, Employability

Telford – Business Support, Sales & Marketing, and Hospitality

External work experience opportunities are available from each site.

### Functional Skills

Functional Skills is about developing use of English, maths, and ICT for everyday life and work. Most of this work takes place in practical settings, for example, supporting a student to read cooking instructions or training them to use the till at the Garden Centre. Discrete English and maths sessions are also delivered as necessary.

As part of initial assessment, all students undertake a diagnostic assessment to identify their English and maths skill level. This gives a starting point in order to measure their progress and will identify the unique needs and support that the individual may require. Functional Skills accreditation is available for students for whom it is appropriate.

### Personal Social and Health Education (PSHE)

The Personal Social and Health Education programme underpins students' experiences in everyday life as young adults. Students learn how to keep themselves and others safe in all aspects of their lives; to think about their role in society and to gain skills to become resilient young adults.

Sessions are flexible to meet the needs of individuals and include:

- Rights and cultures
- Relationships
- Online safety
- Drugs and alcohol awareness
- Moving on

Note 1: In addition, tailored support is available from wider college teams.

Note 2: Awareness of Prevent and British Values is embedded into all sessions.

### Independence skills and travel training

Development of independence skills takes place for all students during timetabled sessions each week and is a combined approach of planned and experiential learning. The aim of independence is to enable students to grow in confidence in living as independently as possible. We work with students using the active support and active participation models. Staff will actively support and guide students to undertake a range of daily living activities such as shopping, travelling, preparing a snack or meal, and community safety. Programmes are personalised for each individual student, enabling them to gain the skills they need to live their

lives as they see fit. It is vital that students continue to practise these skills when they go home during holidays, to keep them learning as much as possible.

All students will undertake a programme of travel training to ensure that they have the skills they need to keep safe in the wider community, and support is very closely matched to ability level at every stage. Some students who already access public transport prior to attending College may already have a bus or train pass.

## Personal Tutorial System

Each student is assigned a Personal Tutor – tutor details can be found in the Individual Learning Plan which is sent out at the end of the first term. The way in which the student and tutor work together will be led by the preferences and needs of the student. As far as possible a student will remain with the same tutor throughout their time in College enabling them to build a good relationship.

The Personal Tutor will meet with the student regularly and provide support, information, advice and guidance in relation to their programme of study. The tutor oversees the student's individual programme, involving them in reviewing, recording and celebrating progress and achievement at each stage. They monitor all aspects of the student's programme and sign-post to additional sources of support if the need arises. The Personal Tutor participates in review meetings.

The schedule of progress reporting is set out on the first page of the Individual Learning Plan (ILP) and parents are advised that, unlike school settings, termly reports are not routinely sent out. Tutors will talk to parents directly if the need arises, provided that the student is happy for the information to be shared, but parents are reminded that tutors have teaching commitments throughout the day and may have limited availability. Email contact is preferred.



## Work Experience and Transition

At Derwen College, if appropriate to their programme, students will experience real work situations within a supported structure. The majority of students will begin with work experience on campus and most progress on to an external placement. The Work Experience and Transition Team provide support, advice and guidance around all aspects of external work experience and transition.

External placements are arranged by the Work Experience Coordinator and are linked to the curriculum area. This could be a placement at one of our satellite sites or within the local community with one of our many employer partners. These include national chains such as Premier Inn, as well as local libraries, catering establishments and shops.

The team work proactively to link work experience opportunities back to the student's home area wherever possible and parent/carer support and local knowledge is vital to this process. If the student wishes to participate in work experience in the home area during the College holidays, the Transition Coordinator can liaise with the local careers adviser to assess feasibility and assist in making the necessary arrangements. However, there is a clear expectation that the student and their family jointly support this process. If your son/daughter already undertakes work experience or paid employment, please let the Transition Coordinator know and they will endeavour to continue the placement at the closest branch where appropriate. There are opportunities to discuss the link between College and home area work experience and transition support at each review meeting.

## Induction Process

Induction starts as soon as the student arrives. Students will have an opportunity to get to know key staff, familiarise themselves with the campus, get to know other students, and find out more about their programme and the support available to them.

## Absences

Students are asked not to take holidays in term time, however if they need to be absent for any reason they should contact their Satellite Lead. If a student is not attending College due to sickness please phone the appropriate satellite site before 9.00am.

Please note that the College has an obligation to inform local authorities of an extended absence from College.

## Review Meetings

Each English-funded student will have an Education and Health Care Plan (EHCP) and each Welsh-funded student will have a Learning Support Plan (LSP) in place when they start College and staff will support them to meet their intended outcomes. At the end of the student's first term they will have a report on their progress. This will be sent to parents and key local authority contacts with the student's permission. The review will also provide an opportunity to discuss work experience opportunities that the student could access close to home during the holidays and start to talk about transition.

In their second term, first and second year students will have a review meeting which will update the EHCP, where appropriate, and report on progress. Students will be supported to prepare for this meeting and take an active role throughout. As well as being beneficial to the student, review meetings are also a requirement of Local Authorities. The student's social worker and other named local agencies who support, e.g. Careers Advisor, will be invited and it is helpful if families can inform the College of changes to their local named contacts.

In the first term of their final year, each student will have a transition meeting, this is similar to the review meeting, but will focus on the options for the student's time after College. Staff will support the student to prepare for this meeting and they will take the lead role in deciding what they would like to do at the end of their programme.

## Careers Advice

Careers advice is embedded into each student's programme with a schedule of employability modules and ongoing Personal Tutor support. Derwen College will work with local authorities to identify local opportunities for students to move into employment or voluntary opportunities. If you are aware of careers events which are happening in your area, please let us know, should it be something the student wishes to attend.



## Power of Attorney and Court of Protection Orders

If you hold Power of Attorney for your son/daughter or if you are their Deputy for the Court of Protection, evidence of this will need to be provided on admission day and copies of the documents will be taken.

Power of Attorney is granted by an individual who has capacity, to appoint a third person to manage their affairs. There are two types of Power of Attorney: health and welfare; or property and financial affairs.

An individual who is deemed to lack capacity may have a Deputy of the Court of Protection. A Deputy is appointed to make decisions on behalf of the individual on financial and/or personal welfare matters. The Court of Protection Order will detail what the Deputy can and can't do. They are expected to make an annual report to the Office of the Public Guardian detailing their actions. A Deputy would be expected to follow the guidance of the Mental Capacity Act (2005) and demonstrate that the individual has been supported to understand a decision affecting them.

Day to day care, support, and if required, best-interest decisions, will be undertaken at Derwen College by staff who follow the guidelines of the Mental Capacity Act (2005). If you hold a Court of Protection Order for your son or daughter, please speak to the Director Care, Health and Wellbeing ([contact details](#) can be found at the end of the document) to clarify the way in which staff and yourself will work together. In the event of a divergence of opinion, the College will seek independent advice. Students may also access an independent advocacy service (see Student Involvement section).

For more information about Power of Attorney and Court Protection Orders visit:

Government websites:

[www.gov.uk/power-of-attorney](http://www.gov.uk/power-of-attorney)

[www.gov.uk/become-deputy](http://www.gov.uk/become-deputy)

[www.gov.uk/make-decisions-for-someone/making-decisions](http://www.gov.uk/make-decisions-for-someone/making-decisions)

Citizens Advice

[www.citizensadvice.org.uk/family/looking-after-people/managing-affairs-for-someone-else](http://www.citizensadvice.org.uk/family/looking-after-people/managing-affairs-for-someone-else)



## Technology and Online Safety Support

Technology has a central place at Derwen College and students are encouraged to use technology throughout their learning and social time. The majority of the curriculum areas at College have access to computers and/or to wi-fi to allow for mobile learning.

Prior to starting College students should be familiar with their own mobile devices. It is a good idea to discuss with your son/daughter and staff what should happen if they become locked out of their device account. All electrical equipment brought into College will need to be PAT tested, which will be done regularly. Items that fail must be removed from campus. All students will need to bring their own headphones and all equipment must be labelled with the student's name, this includes chargers. Items will need to be in good working order and insured on your home insurance.

Derwen College will support students to use the internet safely. Online safety sessions will take place in groups or 1:1. The Online Safety Officer will monitor internet use and support students with concerns they may have. Any discussions around internet use will take place in private. Strategies will be put in place if students are thought to be putting themselves or others at risk. Safeguarding procedures will be followed when required.

It is advisable for parents to discuss online safety with their son or daughter prior to starting College as they are likely to be accessing the internet at home and after leaving Derwen College.

For more resources on internet safety visit:

Mencap Safesurfing

[www.mencap.org.uk/about-us/our-projects/safesurfing](http://www.mencap.org.uk/about-us/our-projects/safesurfing)

Childnet – Facebook checklist for teenagers

[www.childnet.com/downloads/Facebook\\_Check/Facebook\\_Checklist.pdf](http://www.childnet.com/downloads/Facebook_Check/Facebook_Checklist.pdf)

## Safeguarding

There is a safeguarding team involving the Head of Safeguarding and Student Services, Director Care Health and Wellbeing, Safeguarding Manager, Online Safety Officer and Student Services Team who all work closely together to support students if there are concerns around safeguarding issues. The Safeguarding Manager works closely with external professionals and safeguarding teams if there are concerns that need further referral. This may include the Care Quality Commission, Shropshire Adult Safeguarding Board and safeguarding boards across the country.

If students have worries or concerns they are encouraged to speak with the Student Services Team or the Safeguarding Team about them and discuss actions that can be taken to help students feel safe and ensure safeguarding policies are followed. In addition, each satellite also has their own designated safeguarding lead, and all staff are trained in safeguarding procedures and available to offer support as needed. Students are involved in the safeguarding process throughout, in line with government advice of making safeguarding personal. There are "Be Safe in College" posters around College with photos of the Safeguarding Team and contact details for students and staff to use.

At Derwen College safeguarding of students is of paramount importance. There are policies and procedures in place for staff guidance around their role in safeguarding students and themselves. All staff have a role to play in working to create a safe environment for students to be able to progress with building life skills and increased independency whilst taking measured risks, which enables them to learn and develop.

## Positive Behaviour Support

We understand that some students may display behaviours of concern in and around College, to communicate a specific need. These students are supported in department and residence by all staff across College, who are trained to provide positive reinforcement and consistency. We may support these students with a Behaviour Support Plan (BSP) to identify and meet their needs using positive and proactive strategies. Our aim is for our students to strive for independence and increase their capability to make positive choices.

During the first term, staff will discuss with new students the ethos of the College and the type of behaviour expected. The Positive Behaviour Support Policy and the Restrictive Practices Policy are available on request. These policies detail the way in which staff will manage challenging behaviour, the Behaviour Support Plan which may be implemented, and the suspension and exclusion procedures

Students will be billed in the event of deliberate damage to College property. Details are shown below:

Deliberate setting off of fire alarm - £50  
Inappropriate use of fire extinguisher - £50  
Broken window - £30

These and other damages incurring costs will be charged to student's accounts. Students will accompany a member of the Student Services Team to make the appropriate withdrawal.

## Leisure Time

The satellites have their own Social Committee to discuss options for activities.

## Trips

Derwen College offers a number of trips during evenings and at weekends. Students' needs and wishes are taken into consideration during the planning of social and leisure trips, and they are actively encouraged to share their ideas regarding future outings.

## Duke of Edinburgh's Award

With Derwen College being a licensed centre, students have the opportunity to participate in the Duke of Edinburgh's Award Scheme while at Derwen College. There are three levels to the Award under each of which students are required to: carry out volunteering; learn a new skill; take part in a physical activity; and complete an expedition. The Award gives students the opportunity to challenge themselves, make new friends and try something new. There is a presentation of the awards in the summer term once the expeditions are complete.

For more information about the Duke of Edinburgh's Award visit: [www.dofe.org](http://www.dofe.org)

## Smoking and Alcohol

Derwen College has a Smoke Free Policy and students are discouraged from smoking. Cigarettes are not available at any of the retail outlets and smoking is not permitted inside any of the buildings. If a student has chosen to smoke and they wish to stop, then they will be supported to do so.

Alcohol is not available on campus. Students who wish to consume alcohol on site would need to discuss this with their Lead Practitioner, they will be given advice and information about the effects of drinking and how to drink responsibly. If they are taking medication which may be affected by alcohol, they will be given information and advice so they can make an informed choice. Students are discouraged from drinking in communal areas and asked not to share alcohol with other students.

## Relationships at College

Students are encouraged to make the most of the social opportunities that College provides. This is a unique time for many students, when they will be able to form important friendships and relationships that may stay with them for the rest of their lives. Derwen College recognises that students have the right to make their own choices about relationships. All students will attend Personal Social and Health Education (PSHE) sessions which will support them in understanding different types of relationships. The Wellbeing Centre is also an important source of information for staying healthy and the safe use of contraception.

Derwen College has a Relationships and Sexuality Policy which is available on request. The policy complies with the Mental Capacity Act (2005) and gives students the right to make informed choices. Staff recognise that students may need specific support and will refer students to the internal therapies, Wellbeing Centre or Speech and Language Team as required. Care staff will play an important role in offering support and enabling privacy and intimacy where appropriate.

While College staff recognise that the transition to adulthood can be an anxious time for parents, providing an opportunity for students to experience relationships in a supportive environment is invaluable. Positive risk-taking and learning from experience are important stages in development for all young people. While those with a disability may need additional support, it is recognised in law that everyone has the right to a private and family life (Human Rights Act, 1998). Derwen College aims to ensure that students are confident in their decisions and can access support when they require it.

The British Institute for Learning Disabilities has some useful resources on this subject including easy read resources: [www.bild.org.uk](http://www.bild.org.uk)

## Lost Property

Lost property is located with the Student Services department. Students who have lost items are encouraged to check with Student Services regularly. Any unclaimed items at the end of an academic year are donated to charity.

## Day Students

The partnership between home and college is an important one, in which communication is vitally important.

Staff at Derwen College will promote healthy lifestyle choices and encourage students to think about what they eat and keeping active.

Day students will be able to access all the support, leisure facilities and clubs and trips that are on offer, although there will be an extra cost dependent upon need. There are staff on hand to enable students to access opportunities and provide additional support. All students will have a Care Plan in place and access to the Wellbeing Centre and health support.

Funding for day students at Derwen does not cover activities or support after 5pm Monday to Friday or at weekends. Any trips and clubs that day students wish to access from 5pm on weekdays or at weekends will be charged. All day students are welcome to participate in extra-curricular activities including the discos, Duke of Edinburgh's Awards and sports. If a day student would like to stay on to participate in any of the clubs, the cost to access these will include support costs for them whilst still in College from 5.00pm to 6.30pm – this will include a supported tea at the new provision. All additional support costs will be assessed on an individual basis dependent on needs.



## Care

All students will have an individual risk assessment which is reviewed regularly or if changes occur. The risk assessment will include specific medical information, details of allergies, as well as any behaviours which could put them or others in danger. Staff will work with the student to help them to understand their risk assessment and agree any actions or measures to be put in place to keep them safe.

### Digital Care-Management System

The College embraces a digital approach to the management of care with the digital Nourish Care system

With the use of handheld devices staff can securely record and access care notes on the go, allowing for a more effective monitoring and visibility of information in real-time.

By having access to the right information at the right time, staff can continue to provide highly responsive and person-centred care, whilst spending more time with students.

Every student has an individual risk assessment which is reviewed regularly or if changes occur. The risk assessment will include specific medical information, details of allergies, as well as any behaviours which could put them or others in danger. Care staff will work with the student to help them understand their risk assessment and agree any actions or measures to be put in place to keep them safe.

Students will carry out a Personal Emergency Evacuation Plan (PEEP) with a care worker. They will discuss what to do in the event of a fire or emergency and how to safely evacuate the building. They will also be shown the Fire Assembly Point and practise reaching it during a fire drill. Students who may have difficulty hearing the alarm or evacuating the building quickly, will discuss this with their care worker and any specific requirements they have will be put in place.

### Suggested clothing and footwear for satellite students

#### **Derwen@CravenArms**

Casual clothing

Sports kit – trainers, shorts or jogging bottoms, t-shirt and track-suit top

Personal Hygiene pack - deodorant, hair brush, etc.. to be stored in lockers

Overalls or old clothing - gardening / site activities and safety footwear (steel toe cap boots or shoes)

Weatherproof jacket

Smart wear for job interviews / external work placements (as advised by Job Coach)

A reusable drink bottle

Sun cream / hat during warm weather

## **Derwen@Walford**

Sports Pathway - Sports kit: trainers, shorts or jogging bottoms, t-shirt and track suit top, towel and shower / wash bag, water bottle (for refilling). Change of clothing (after gym activities).

Horticulture Pathway - Overalls or old clothing (Gardening) and safety footwear (steel toe cap boots or shoes), weather proof jacket.

Art & Design Pathway – Casual clothing

Personal Hygiene pack (deodorant, hair brush etc.)

Smart wear for job interviews / external work placements.

A reusable drink bottle

Sun cream / hat during warm weather

## **Derwen@Telford**

Casual clothing

Sports kit – trainers, shorts or jogging bottoms, t-shirt and track suit top

Personal Hygiene pack (deodorant, hair brush etc..) to be stored in lockers

Overalls or old clothing (Gardening / site activities) and safety footwear (steel toe cap boots or shoes)

Weather proof jacket

A reusable drink bottle

Sun cream / hat during warm weather

Please consider a spare set of clothing, just in case there is a need to change during the day.

## **Important Information about Confidentiality and the Mental Capacity Act**

Derwen College is required to comply with the Mental Capacity Act (2005) and the Data Protection Act (1998). Students who are over 18 are legally regarded as adults and all students are assumed to have capacity unless proved otherwise. Derwen College has a Confidentiality Policy which all staff adhere to, and is available to parents on request. Personal information about a student can only be shared with a third party, which includes family members, if that student has given their consent. This includes Care Plans and Daily Records.. Information relating to another student will not be shared with a third party. See the on Power of Attorney and Court of Protection Orders information.

Support Practitioners will work with parents and families to ensure that their young person is given the best guidance and care possible, but staff cannot impose parental preferences on students. This principle will apply wherever the student lives in the future, after college, and is an important element in the transition to adulthood.

## Healthy Lifestyle

All students are encouraged to participate in activities and make healthy food choices. This will include clubs, swimming, sports and attending the disco. Care staff have a duty of care to ensure that students are given encouragement and opportunities to make healthy food choices, but staff will not impose food choices. The only exception to this would be if the student had a medical condition which required a specific diet. If a student was assessed as lacking capacity around health and wellbeing then staff would take advice from their GP. Specialist diets, allergies and cultural requirements will be catered for.

Support Practitioners will monitor students' weight and any concerns will be discussed with the student and, if appropriate, a referral made to their GP. However, it is not unusual for a student's weight to fluctuate during their time at College.



## Contacting Friends and Family While Living at College

Whilst the College recognises that family members can be a great comfort and support to students when they are at College, students should be encouraged to use the available support from staff at College to solve any problems that do arise. This is an important part in developing independent life skills, and will help your son or daughter gain confidence while settling into College.

## Travel

Students are able to obtain a 16-25 Railcard or a Disabled Persons Railcard if travelling regularly by train. For more information, please visit the College website or contact the Student Liaison Team.

## Learner Voice

Derwen College has an active Student Union Board which is affiliated to the National Union of Students (NUS).

Student Board members are elected every October and each curriculum area has a representative. The representatives listen to and carry forward ideas in termly meetings with the Senior Leadership Team and governors.



The Student Union Board is also involved in voluntary projects and promoting the work of Derwen College. Every student at Derwen College can apply for a NUS card. Through their work with the NUS, our students take an active role in promoting the rights of people with learning disabilities at a national level.

## Supporting Students with Giving Feedback

All students are supported to complete an annual survey which gives them an opportunity to put across their views and give feedback to the College. At any other time if a student wishes to comment, or give feedback on a service that they have accessed, they will be supported to do so. For external services, support will be given to access the complaints procedure or give feedback. If students have a comment or issue with a healthcare provider then they may contact organisations such as PALS (Patient Advice and Liaison Service) and Healthwatch Shropshire.

## Advocates

If a student would like an independent advocate, or if staff feel that they would benefit from the support of an advocate, they will be signposted to the local advocacy services. If they require support in contacting an advocacy service it will be provided. Details of the current local providers are below:

Peer Counselling and Advocacy Service (PCAS): [www.shropshirepcas.co.uk](http://www.shropshirepcas.co.uk)

## Celebrating Student Success

Every opportunity is taken to celebrate the many successes and achievements students make and small-scale events are held across College throughout the year. At the end of each term, curriculum areas hold very informal celebrations to highlight the individual successes of their learners, and at the end of July a cross-college Summer Prize-giving is held.

In October each year, a more formal graduation ceremony is held, off site, about which families of leavers will receive postal notification. Please be advised that a charge applies for each ticket requested to this event.



## Term Dates and Events Calendar

### Summer 2021

**SUMMER TERM STARTS:** Return to College on Sunday 18th April 2021 (Day students return Monday 19th April 2021)

**New students start:** Week commencing Monday 19th April 2021

**DERWEN SUMMER FETE: To be confirmed**

**Summer Half Term:** Travel home on Saturday 29th May 2021

Travel back to College Sunday 6th June 2021

Prize Giving Wednesday, 14th July 2021

**SUMMER HOLIDAY:** Travel home on Thursday, 15th July 2021

### Autumn 2021

**AUTUMN TERM STARTS:** Return to College on Wednesday 1st September 2021 (Day students return Thursday 2nd September 2021)

**New students start:** Week commencing Monday 6th September 2021

**Autumn Half Term:** Travel home on Saturday 23rd October 2021

Travel back to College Sunday 31st October 2021

**CHRISTMAS HOLIDAY:** Travel home on Saturday 11th December 2021

### Spring 2022

**SPRING TERM STARTS:** Return to College on Wednesday 5th January 2022 (Day students return Thursday 6th January)

**New students start:** Week commencing Monday 10th January 2022

**Spring Half Term:** Travel home on Saturday 19th February 2022

Travel back to College Sunday 27th February 2022

**DERWEN SPONSORED WALK: Sunday 3rd April**

**EASTER HOLIDAY:** Travel home on Monday 4th April 2022

## Contacting Derwen College

### Satellites

Derwen @Walford – Liam Edwards Satellite Coordinator 01939 260804

Email: [liam.edwards@derwen.ac.uk](mailto:liam.edwards@derwen.ac.uk)

Derwen @Craven Arms – Christine Williams Satellite Coordinator 01588 672354

Email: [christine.williams@derwen.ac.uk](mailto:christine.williams@derwen.ac.uk)

Derwen @Telford – Lucy Harrison Satellite Coordinator 01691 661234 Ext 334

Email: [lucy.harrison@derwen.ac.uk](mailto:lucy.harrison@derwen.ac.uk)

Off Site Provision Manager – Peter Leddington 01691 661234 Ext 211

Main switchboard

01691 661234

General email:

[enquiries@derwen.ac.uk](mailto:enquiries@derwen.ac.uk)

Website:

[www.derwen.ac.uk](http://www.derwen.ac.uk)

Postal address:

Derwen College,  
Gobowen,  
Oswestry,  
Shropshire, SY11 3JA  
(for Sat Nav use SY11 3NB)

You can link to the College's Facebook and Twitter accounts for updates on College activities and news.



[www.facebook.com/derwencollege](http://www.facebook.com/derwencollege)



[www.twitter.com/derwencollege](http://www.twitter.com/derwencollege)



[www.instagram.com/derwencollege](http://www.instagram.com/derwencollege)

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