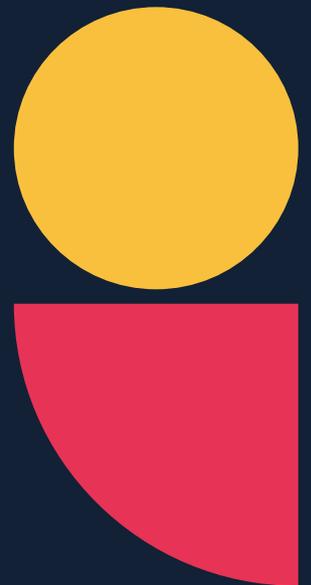




# Parent/Carer Handbook 2022–23



**Gobowen Campus**

Our students regularly exceed what they and others thought possible.



**We are Derwen. A specialist college for young adults with special educational needs and disabilities (SEND).**

**Our positive and empowering culture gives students the skills and confidence to live life their own way.**



**Our vibrant community works together to create a relaxed and positive environment that helps our young adults prepare for real life.**



**By creating a space for them to develop hands-on, practical experience we're giving them the freedom to imagine what's possible and empowering them to achieve it.**





# Welcome from the Principal

## Welcome to Derwen College

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, or as a day student at one of our three satellite sites.

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. The aim of this Parent and Carer Handbook is to provide practical advice and guidance based on frequently asked questions, and to signpost 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 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.

**Meryl Green**  
**Principal & CEO**



# Contents

	<i>Page no.</i>
Welcome from the Principal	1
Term Dates	4
Equality, Diversity and Inclusion Statement	5
Derwen College's Mission and Values	6
Contact Us	7
Starting your Journey at Derwen College	9
Medical and Therapy Support	10
Moving Around the Derwen College Campus	13
Attending Derwen College	14
Working with Parents and Families	16
Derwen College Curriculum	20
Kenyon Suite	24
Day Students	25
Residential Students	26
Additional Information	31
College Rules	32
Policies and Procedures	34
Photography and Video Consent	35
Personal Equipment	35
Short Breaks	35
Supporting Derwen College Charity	35
What Should I Bring to College	36
Clothing and Personal Items for Residential Students	37
College Map	38
How to Find Us	39

## DERWEN COLLEGE CALENDAR 2022–23

**Day students are not expected in College on travel days or Bank Holidays but are able to join College trips**

<b>Autumn Term 2022</b>	<b>Residential Students return to College</b>	<b>Monday 5 September</b>
	Day students and Satellites return to College	Tuesday 6 September
	New students start week commencing	Monday 12 September
	Half Term - travel home	Saturday 22 October
	- travel back	Sunday 30 October
	Last day of term - for <i>all</i> students	Tuesday 13 December
	<b>Residential Students travel home</b>	<b>Wednesday 14 December</b>

<b>Spring Term 2023</b>	<b>Residential Students return to College</b>	<b>Wednesday 4 January</b>
	Day students and Satellites return to College	Thursday 5 January
	New students start week commencing	Monday 9 January
	Half Term - travel home	Saturday 18 February
	- travel back	Sunday 26 February
	Last day of term - for <i>all</i> students	Friday 31 March
	<b>Residential Students travel home</b>	<b>Saturday 1 April</b>

<b>Summer Term</b>	<b>Residential Students return to College</b>	<b>Tuesday 18 April</b>
	Day students and Satellites return to College	Wednesday 19 April
	New students start week commencing	Monday 24 April
	Half Term - travel home	Saturday 27 May
	- travel back	Sunday 4 June
	Last day of term - for <i>all</i> students	Friday 14 July
	<b>Residential Students travel home</b>	<b>Saturday 15 July</b>

# Equality, Diversity and Inclusion Statement

**Equality:** Making sure that everyone is treated fairly and with dignity and respect. It means challenging discrimination and removing barriers, so that everyone has opportunities to achieve their desired outcomes.

**Diversity:** Is about recognising the benefits of different values, abilities and perspectives and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

**Inclusion:** Is providing a space where everyone has equal access to opportunities and resources and where everyone feels valued and accepted. Everyone should be able to contribute and have a voice.

This may mean making reasonable adjustments to facilitate participation.

## Mainstreaming equality, diversity and inclusion (EDI)

We ensure equality, diversity and inclusion sits at the heart of the services we deliver and the culture we nurture with regards to the operational delivery of the following protected characteristics:

- o Age
- o Disability
- o Gender reassignment
- o Pregnancy and maternity
- o Race
- o Religion or belief
- o Sex
- o Sexual orientation

In addition, we are committed to advancing equality of opportunity for those from various social backgrounds and with family responsibilities. This includes people from socially disadvantaged families as well as from deprived or remote geographical areas.



## Our vision and commitment to equality, diversity and inclusivity

Our vision for equality, diversity and inclusion goes far beyond compliance. We aim to ensure that we pro-actively promote inclusion for all and create an environment where our stakeholders can learn, develop, grow and ultimately flourish.

We want to ensure that people with diverse learning characteristics and diverse backgrounds consider Derwen College as an organisation of choice. We want everyone at Derwen College to reach their full potential in an environment which is respectful and that celebrates individual difference. We continually strive to ensure that EDI is mainstreamed across the whole organisation.

Derwen College is committed to:

- o Promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practises
- o Ensuring that it is a place where everyone, irrespective of their race, colour, ethnic or national origin, citizenship and/or protected characteristics, feels welcome and valued and able to achieve their full potential

- o Protecting the rights of everyone during their time at the organisation
- o Respecting and valuing differences between people whilst meeting the diverse needs of our students and clients
- o Preparing our students and clients for life in modern Britain
- o Acknowledging the existence of discrimination, should it occur, and being proactive in tackling and eliminating it

## Derwen College's Mission and Values

'We never thought it possible' is a common refrain about the progress made by people at Derwen. We work with those we serve to support them to achieve what they want to – and challenge them to do more. We value and respect everyone as an individual and try to go above and beyond to meet all their needs.

We are a reflective organisation, committed to evaluating and learning from what goes on. We are a trailblazing organisation, at the forefront of provision for people with special educational needs and disabilities. This is where we strive to continue to be.



**A place of possibility**

**Derwen  
College**

**We are  
Dedicated  
Diverse  
Dynamic  
Derwen**



# Contact us

	<i>Contact name and email</i>	<i>Telephone number</i>
Main switchboard Term: 8.30am–5.00pm Holidays: 8.45am–4.00pm		01691 661234
Out of hours Duty Manager		01691 779234
Principal and CEO	Meryl Green meryl.green@derwen.ac.uk	01691 661234
Director: <b>Clinical, Care and Therapies</b>	Karen George karen.george@derwen.ac.uk	01691 661234
Head of Quality	Dawn Roberts dawn.roberts@derwen.ac.uk	01691 661234
Head of Care and Registered Manager	Von Bolton von.bolton@derwen.ac.uk	Ext 260
Head of Safeguarding, Student Services and Registered Manager	Paul Bradshaw paul.bradshaw@derwen.ac.uk	Ext 251
Clerk to the Trustees & Company Secretary, Head of Communication	Carol Thompson carol.thompson@derwen.ac.uk	Ext 291
Admissions and Funding	admissions@derwen.ac.uk	Ext 401
Head of Therapies	Tomi Rekikoski tomi.rekikoski@derwen.ac.uk	Ext 397
Head of Curriculum	Zoe Wood zoe.wood@derwen.ac.uk	01691 661234
Head of Technology and Digital Services	Daniel Rowley daniel.rowley@derwen.ac.uk	Ext 245
PMLD Pathway Lead	Beverley Simmonds bev.simmonds@derwen.ac.uk	Ext 386
Independence and Personal Development Manager	Helen Owen helen.owen@derwen.ac.uk	Ext 270
Short Breaks	Cerys Roberts shortbreaks@derwen.ac.uk	01691 779243
Work Experience and Supported Internship Coordinator	Abi Baker abi.baker@derwen.ac.uk	Ext 272

If you wish to contact a specific Lead Practitioner, you may email or telephone them directly. Please be aware that first thing in the morning and during mealtimes staff are likely to be busy.

<i>Residences</i>	<i>Contact name and email</i>	<i>Telephone number</i>
Juniper Court – Ext 365	<i>Lead Practitioner</i> – Emma Millington emma.millington@derwen.ac.uk	Ext 388
	<i>Link Nurse</i> – Kelly Griffiths kelly.griffiths@derwen.ac.uk	Ext 214
Kent House – Ext 366	<i>Lead Practitioner</i> – Phil Corrin phil.corrin@derwen.ac.uk	Ext 376
	<i>Link Nurse</i> – Kelly Griffiths kelly.griffiths@derwen.ac.uk	Ext 214
Kendall Court – Ext 369	<i>Lead Practitioner</i> – John Braddick john.braddick@derwen.ac.uk	Ext 379
	<i>Link Nurse</i> – Kelly Griffiths kelly.griffiths@derwen.ac.uk	Ext 214
Cadbury Court – Ext 368	<i>Lead Practitioner</i> – John Braddick john.braddick@derwen.ac.uk	Ext 379
	<i>Link Nurse</i> – Kelly Griffiths kelly.griffiths@derwen.ac.uk	Ext 214
Bungalows – Ext 256	<i>Lead Practitioner</i> – Cerys Roberts cerys.roberts@derwen.ac.uk	Ext 302
	<i>Link Nurse</i> – Phoebe Irvine-Shuter phoebe.irvine-shuter@derwen.ac.uk	Ext 327
Corner House Day students – Ext 340/266	<i>Lead Practitioner</i> – Sadie Otway sadie.otway@derwen.ac.uk	Ext 236
	<i>Link Nurse</i> – Phoebe Irvine-Shuter phoebe.irvine-shuter@derwen.ac.uk	Ext 327
Nurture – Ext 386	<i>Lead Practitioner</i> – Beverley Simmonds bev.simmonds@derwen.ac.uk	Ext 386
	<i>Link Nurse</i> – Phoebe Irvine-Shuter phoebe.irvine-shuter@derwen.ac.uk	Ext 327

Residential students at Gobowen may be contacted by post at:

Student Name  
Name of Residence  
Derwen College  
Gobowen  
Shropshire SY11 3JA

**Please note:** This document has been written on the basis that the majority of our students are aged 18 and above. As such, unless alternative arrangements are in place, our students are regarded as young adults with capacity to make decisions for themselves and the life they want to lead. Please see the section 'Working with Parents and Families' for more information on this subject.

Where a student is under 18, they remain a minor and we will liaise with parents on that basis.

# Starting your journey at Derwen College

## 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.

There is a 'Fresher's Weekend', where students have the opportunity to socialise with new friends, and participate in a variety of clubs and activities on campus, such as swimming, football, arts and craft.

## Personal Tutorial System

Each student is assigned a Personal Tutor. Your young person's tutor details can be

found in the Individual Learning Plan (ILP) which is sent out at the end of the first term. The preferences and needs of the student will lead the way in which the student and tutor work together.

Through regular meetings, the Personal Tutor provides support, information, advice and guidance around the student's programme of study. The tutor oversees the student's individual programme, involving them in reviewing, recording and celebrating progress and achievement at each stage. The Personal Tutors monitor all aspects of the student's programme and are able to signpost to additional sources of support if needed. The Personal Tutor will also participate in review meetings.

The schedule of progress reporting is set out on the first page of the 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. Please note that tutors have teaching commitments throughout the day and may have limited availability. If you would like to arrange to speak to your young person's Personal Tutor then please email them to arrange a convenient time.

At Derwen College, if possible, we like to keep a student with the same Personal Tutor throughout their time in college.

## Care

Every student will have a personalised and individual Care Plan when they arrive at College. This is to ensure their medical, therapy, and personal care needs are met. It also includes details of their communication preferences, dietary requirements and favourite ways to enjoy their spare time.

Care Plans are reviewed each term or if there is a change in circumstances. Each student has a Daily Record which is completed by Support Practitioners. It contains details of their day and reflects their current wellbeing.

The Care Plan and Daily Record are confidential documents. Students must give permission before they can be shared with a third party, which includes parents or family members.

## Medical and Therapy Support

All Care and vocational staff are first aid trained and, when required, will have completed the Administration of Medication Training.

Students who have specific care needs will be assessed by the Nursing Team and the Therapy Team. Support Practitioners work with both parents and professionals to ensure

that students have the correct equipment and support while at College.

The Care team provide day-to-day care. Any health concerns will be referred to the nurses, or the emergency GP if out of hours. In the event of an emergency, or a student being taken ill, the student's next of kin will be informed.

Parents will not automatically be informed if the student has a cold or minor illness or injury. In these circumstances, care staff will always ask the student if they wish to speak to their family.

Each student has a medication safe in which their medication and Medication Administration Record (MAR) chart are stored. Students are assessed for their potential to be able to self-medicate, or self-medicate with supervision. For those students who are unable to self-medicate, the Support Practitioners hold the keys for the safes and administer all medication. This includes both in college and also when out on trips.

Some students should continue seeing their dentist, optician or audiologist when they are at home. If a student has a medical appointment they need to attend during term, they will need to be accompanied by a parent/carer, unless they have asked to attend independently. Transport can be organised for them where appropriate, but the use of public transport will be encouraged. Support Practitioners can work with the student to prepare them for their appointment. This will include talking about who they are likely to meet, the sort of questions they might be asked and if there is anything they would like to ask the doctor or clinician. The outcome of this appointment should be shared with the Link Nurse so they can add it to the student's health record.

Where students need more specialist interventions, such as support with Gastronomy PEG/JEJ, staff will receive

full training before the student starts at the College.

## Speech and Language Therapy (SALT)

The Speech and Language Therapy team at Derwen College works as part of a multi-disciplinary team to maximise staff knowledge and skills around communication and dysphagia.

This ensures therapy is embedded into College life providing a total communication approach. Students are given the opportunity to achieve their communication goals effectively in a real-life learning environment.

A range of approaches and strategies are used in a personalised way to meet the needs of the students.

This may include;

- o Dysphagia assessments
- o Makaton signs and symbols
- o Communication passports
- o AAC devices
- o The Listening Programme
- o Staff training and support

The Speech and Language Therapy team follows the Royal College of Speech and Language *Therapy 5 Good Communication Standards* as a guide for good practice.

1. There is good information that tells people how best to communicate with each student
2. Staff help the students to be involved in making decisions about their care and support
3. Staff are good at supporting students with their communication
4. Students have lots of opportunities to communicate
5. Staff help the students to understand and communicate about their health

The College is Makaton Friendly and has a network of qualified Makaton Tutors.

## Occupational Therapy

Occupational Therapy (OT) at Derwen College aims to support students in a person-centred way by considering the daily activities that are important to the individual, but are challenging or difficult for them to do. The therapists provide support and practical advice to reduce the frustration that an individual may feel when they are unable to complete a task.

An Occupational Therapist will assess students in their residence or work environment and get to know them. They will work with students to find the best solution that supports them to overcome any challenges they may be experiencing. This will enhance their skills and opportunities for learning and independence.



## Ways in which OT can help students

- o Help students to do things that are interesting and valuable to them
- o Work to build new skills and confidence in their own abilities
- o Increase opportunities for students to take part more fully in new experiences and look towards a future beyond College
- o Encourage students to build relationships with the people around them
- o Help students develop routines and organise their time so that they have a balance between self-care, work and leisure

## Areas of focus

- o Personal care
- o Domestic skills
- o Workplace assessment
- o Environmental adaptations
- o Sensory assessment and strategies
- o Aids and equipment

The Occupational Therapy team work collaboratively with other staff and professionals to enable a student's learning and independence. They take referrals from all College staff that are working alongside students.

## Physiotherapy

The Physiotherapy team at Derwen College offer a range of specialist programmes that are completely tailored to the physical health needs of students. These may also be integrated across the curriculum and our residential environments, ensuring that they are delivered in a continuous and functional way.

Students will work with their physiotherapist to develop their own programme and may have individual and / or group sessions.

Physiotherapy programmes may include:

- o Pain Management
- o Posture Management
- o Respiratory Support and Management
- o Gait and Balance training
- o Rebound Therapy
- o Hydrotherapy
- o Stretch and standing routines
- o Mobility

## Counselling and Therapy

To further support our learners, the College provides a counselling therapy service, delivered by experienced and qualified therapists. This support is available to all our students who may need some additional emotional support at some stage during their time with us. They are young people who can find some of life's experiences difficult to navigate, such as relationship/social issues, self-identity, loss or bereavement.



Students are diverse in their needs and the College is committed to providing a range of counselling support to meet the range of needs which students present. Sessions such as:

- o individual one-to-one sessions
- o Emotion and Wellbeing groups
- o Mindfulness and Movement

can help students feel they are in control of their lives. This helps students

- o gain the confidence to make their own decisions and put them into action
- o have a better understanding of their emotions and their triggers, and develop behavioural coping strategies.

The Counselling service offers the opportunity for the students to be listened to, accepted and be heard, in a safe, person-centred and non-judgemental environment.

## Derwen's Therapy Dog

Derwen's Therapy Dog is called Teddy. He is a Flat Coated Retriever who is in the final stages of being trained as a College Therapy Dog. He lives at home with a staff member and travels to College on most days. Teddy is being integrated within College to benefit of any student who wishes to spend time with him. Students have taken an active part on his socialisation training to date, and will continue to help him settle in.

## Healthy Lifestyle

All students are encouraged to participate in activities and make healthy food choices. This includes clubs, swimming, sports and attending social occasions.

All staff have a duty of care to ensure students are given encouragement and opportunities to make healthy food choices. However, staff will not impose food choices unless a student has a medical condition which requires 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 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.

## Moving Around the Derwen College Campus

Students are issued with electronic access ID badges which allow independent access to the areas of the campus which are open to them.

Parents do not have independent access to the campus and must sign in accordingly at the main reception. Parents are then accompanied through the campus. These procedures are in place to ensure the safety of the students and applies to all visitors. It is important to sign in and out of the campus so that we are able to act appropriately to evacuate the site in the case of an emergency, by immediately identifying everyone present on campus.

Where possible, please book appointments ahead of time so you can be assured of availability.

**Please note, there is a 5mph speed limit across the whole campus.**

### Vehicle access and parking

Vehicles are not allowed in the main campus area. Please park in the designated car park areas and log your car details when you sign in at reception. If you need help moving

your young person's belongings then the admissions team will be able to allocate a trolley and some assistance. Please book this in advance so we are prepared and ready for your arrival.

## **Local Authority Transport**

Parents/Carers should liaise directly with their local authority regarding drop-off and collection times.

If Derwen College needs to close at short notice (for example, in the event of bad weather), we will inform all parents/carers that the site is closing. Parents/Carers will then need to contact their young person's transport to make arrangements.

**Individual arrangements with transport are the responsibility of parents/carers.**

## **Absences/running late**

In the event a student drop-off or collection is running late, we ask you advise your young person's Lead Practitioner or Satellite Lead as soon as you are able.

We request students not to take holidays in term time, however if they need to be absent for any reason they should contact their Lead Practitioner.

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

# **Attending Derwen College**

## **Digital Care Management System**

The College embraces a digital approach to the management of care, with the 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. Support Practitioners 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 support practitioner. 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 practice reaching it during a fire drill. Students who may have difficulty hearing the alarm or evacuating the building quickly, will discuss this with their support practitioner and any specific requirements they have will be put in place, such as a vibrating-pillow alarm.

## **Attendance**

Students are expected to attend full College days, according to their full programme offer and timetable.

If a student is to be absent for a day or more, parents or guardians should inform their Lead Practitioner by email or telephone in good time so staff are aware and can contact the Local Authority if necessary.

As far as possible, hospital appointments and dental treatment should be arranged out of term time. Most hospitals are willing to arrange the date of an appointment when students are at home, if the situation is explained to them.

If an appointment is made during term time, the College may not be able to provide an

escort to take the student to and from the hospital and parents/guardians are expected to make arrangements for the journey. Students may be collected the previous day if it would be difficult for the journey to be made on one day.

Please advise your young person's Lead Practitioner about any appointments including the results of tests and Consultant's reports.

### **Exceptional Leave of Absence**

The College has a clear policy not to authorise any absences from College during term-time, unless there are very exceptional circumstances. Please do not book family holidays during term time or allow your son/daughter to take time off for leisure purposes. Only in the most exceptional circumstances will the College agree to absence in term time. Students must not miss essential work or assessments and the student must also have agreed realistic plans with staff to catch up on work missed.

### **Review meetings**

Every English-funded student has an Education and Health Care Plan (EHCP) and every Welsh-funded student has 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.

**Important: review meetings are driven by each student's local authority.**



The College makes all the practical arrangements, and supports both parties.

Students will be supported to prepare for this meeting and take an active role throughout. 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 any 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 focuses on options for the student's time after college. Staff support students to prepare for this meeting and to take the lead role in deciding what they would like to do at the end of their programme.

## Working with Parents and Families

Going to College is a major step into adulthood. Our staff 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 our staff work with parents to help students take their initial steps into the adult world.

The transition from being a child 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 young person prior to them starting College. There are a number of resource packs and organisations who can help with this, including:

- o Preparing for Adulthood  
[www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk)



- o British Institute for Learning Disabilities:  
[www.bild.org.uk](http://www.bild.org.uk)

The support of parents and families is essential in helping students reach their potential and ensure they get the most from their time at College. For many students, this may be their first time living away from home. Initially this may seem daunting for both students and their families, but students settle very quickly into College life and 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.

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 when they start College.

Students also learn how to independently access support, information and advice. Initially, if they are feeling unsure, students may turn to family members. In these instances, it is helpful if parents advise their young person 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 more confident in communicating with them. This will reduce anxiety in the future if family members are not immediately on hand. Do speak with staff if you feel your young person is finding this difficult and needs extra support.

### ***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 (General Data Protection Regulations) and this includes both education and healthcare information. Derwen College staff 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.

- o *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)

### **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 enrolment day and copies of the documents will be taken.

Power of Attorney is granted by an individual, who has capacity, appointing 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 the role and responsibility of the Deputy. 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 **for Clinical, Care and Therapies** (contact details can be found at the front of the document) to clarify the way in which staff and yourself need to work together.

In the event of a divergence of opinion, the College will seek independent advice. Students may also access an independent advocacy service.

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

Government websites:

- o [www.gov.uk/power-of-attorney](http://www.gov.uk/power-of-attorney)
- o [www.gov.uk/become-deputy](http://www.gov.uk/become-deputy)
- o [www.gov.uk/make-decisions-for-someone/making-decisions](http://www.gov.uk/make-decisions-for-someone/making-decisions)

Citizens Advice

- o [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)

## Parent/Carer voice

Parents and Carers are sent an online survey each year, which covers all aspects of provision at Derwen College. We invite all parents and carers to complete the surveys to help us gain views on specific services.

## New students Parents/Carers meetings

We hold a question and answer session for new parents/carers in the first term of the college year.

Parents and Carers are also welcome to contact their young person's Lead Practitioner if they would like to make an appointment to discuss any aspect of College life and how their young person is settling and adapting.

## Visiting Derwen College

Friends and family are welcome to visit students at College. If you are visiting a residential student, you will need to sign in at main reception. All visitors are asked to wear a badge for the period of their stay and return the badge before leaving the site.

Dogs are not permitted in any buildings and must be kept on a lead when on campus.

Visitors and students are welcome to make use of our 'Marketplace' including the Walled Garden Café, Orangery Restaurant, Vintage Advantage Charity Shop and Garden Centre and shop. There is a walled garden to visit and the Walled Garden Café has a play area for small children.

Students are welcome to go off-site with visitors, provided they inform staff in the residences and/or the Duty Manager.

## Feedback, Compliments and Complaints

Derwen College aims to offer an excellent service to all its students, all of the time. However, we are aware that, on occasion, Parents/carers or students may be unhappy about aspects of life within education. When this happens we are very keen to hear what the problem is as soon as it arises, so that we can investigate and put things right where necessary.

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.

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

Email: haveyoursay@derwen.ac.uk  
Telephone: 01691 661234

All complaints will be dealt with and investigated according to the *Complaints Policy* which can be found on the Derwen College website. If you are unable to access the website and wish to see the Complaints Policy please contact the College.

## Safeguarding

Our safeguarding team works closely together to support students if there are concerns around safeguarding issues. The team includes:

- o Head of Safeguarding and Student Services
- o **Director for Clinical, Care and Therapies**
- o Safeguarding Manager
- o Online Safety Officer
- o Student Services Team.

The Safeguarding Manager works closely with external professionals and safeguarding teams. If there are any concerns that need further referral they will action it. 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 staff. All staff are trained in safeguarding procedures and are 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:

- o Deliberate setting off of fire alarm – £50
- o Inappropriate use of fire extinguisher – £50
- o 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.

## Derwen College Curriculum

Derwen College has developed a wide and varied curriculum for students with a range of cognitive abilities. The curriculum is personalised as necessary with the student's aim of placement driving the content.

More information about the Pathways and Programmes available at Derwen College can be found on the website or in our specific Pathways and Programmes booklet.

### 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 team provide support, advice and guidance around all aspects of external work experience.

External placements are arranged by the Work Experience and Supported Internship

Coordinator and are linked to the curriculum area. This could be a placement 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.

If your young person already undertakes work experience or paid employment, please let the Work Experience and Supported Internship 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.

### Embedding learning at home

During their time at Derwen College, students will gain confidence in their independence skills. It is likely 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, with student consent, 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. Wherever possible, please provide opportunities for your young person to prepare meals, do their laundry and attend to their personal care while at home.

If you are with your young person 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 young person can access in the holidays, please speak to the Work Experience Team at College. If their Personal Tutor is made aware they can add this information to their ILP.

### **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 include:

- o Rights and cultures
- o Relationships
- o Online safety
- o Drugs and alcohol awareness
- o 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. Care staff support and guide students to undertake a range of daily living activities such as shopping, travelling, choosing suitable clothing, 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 independently as possible. It really enhances a student's learning when they're able to practise these skills at home during holidays.

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.

At College, students will regularly use the local bus service to go to Oswestry, or the train to travel further afield. If the student does not already have a travel pass then, as part of their Independence sessions, they will be supported to get one. The pass is their property and they can decide if they wish to keep it themselves or ask staff to store it in their file. Passes may be used in the holidays at home, so please remind your young person to take it home with them if they are likely to access public transport in the holidays.

## **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.

The monitored and filtered wi-fi is available in most indoor areas.

Prior to starting College, students should be familiar with their own mobile devices. It is a good idea to discuss with your young person 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.

### **All electrical 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:

- o [www.mencap.org.uk/about-us/our-projects/safesurfing](http://www.mencap.org.uk/about-us/our-projects/safesurfing)
- o [www.childnet.com/resources/be-safe-and-smart-online/](http://www.childnet.com/resources/be-safe-and-smart-online/)

## **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 area has a representative. The representatives listen to and carry forward ideas in termly meetings with the 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.

### **Careers Information, Advice and Guidance**

Careers advice is embedded into each student's programme with a schedule of employability modules and ongoing Personal Tutor support.

Derwen College works with local authorities to identify local opportunities for students to move into employment or voluntary opportunities.

If you are aware of careers events happening in your area, please let us know as students sometimes wish to attend.



### **Leisure Time**

Derwen College offers students a wide range of social and extra-curricular activities both on and off site.

Throughout the evenings and weekends students can join activities which include art and craft, tennis, football, dance, bikeability, cricket, karaoke and swimming.

The Student Union is regularly open at break times, evenings and weekends. It provides a place to meet with friends, play pool, games or watch a film.

There is a regular disco night as well as special events such as the Halloween Night, fireworks display, Christmas Ball and the Summer Prom.

Students may also make use of local leisure facilities or go shopping in the local village or town.

### **Sports Opportunities**

We have an ever-evolving programme of sport and leisure activities on offer in the evenings and at weekends. Your young person may have an existing sport they enjoy or they may like to try something new. Students may choose:

- o Football
- o Canoeing
- o Boccia
- o Tennis
- o Swimming
- o Dance
- o Running
- o Cycling
- o Horse riding

or something else. This is just a taste of what we offer!

Our fabulous on-site facilities include:

- o Indoor heated swimming pool
- o Sports centre
- o Dance studio

- o Fully equipped gym
- o Sports field
- o Woodland Walk
- o Hydrotherapy pool
- o Sensory space

The College has strong links with community clubs and organisations and external sport and exercise opportunities are available for all to enjoy.

Derwen College is also proud to have strong links with Shropshire Cricket Board, Shropshire Paddle Sports, fencing club Phenzync, The Tennis Foundation/LTA, and the Duke of Edinburgh's Awards which provide further opportunities for the students.

## Duke of Edinburgh's Awards

Derwen College is proud to be a licensed centre for the Duke of Edinburgh's Award.

Students have the opportunity to attain their bronze, silver and gold awards while at Derwen College, requiring them to participate in:

- o volunteering
- o learn a new skill
- o take part in a physical activity, and
- o complete an expedition.

Students challenge themselves, make new friends and reach an incredible sense of achievement. The Awards Ceremony each year is not to be missed!

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

## Social Media

Each pathway and satellite location has its own social media account. This is a great way to see what sort of activities your young person is enjoying and taking part in. Please ask your Satellite Lead for information about which social media account would be relevant for you.

# Kenyon Suite

## Objectives:

- o To educate and support students to access appropriate local primary healthcare services.
- o To support students to learn about their own health and wellbeing and promote a healthy lifestyle and self-care whenever possible.
- o Ensure a person-centred approach to care is provided throughout their College journey.

The Kenyon Suite has two qualified Learning Disability nurses. At the start of College, each student will have an identified Link Nurse who will support them.

All students attending College will be given the opportunity to register with our local GP practice. Alternatively, students may wish to remain with their current GP practice in their home area. If students choose to remain with their family GP, any required medication will need to be provided throughout their time at College.

The College medical service is provided by Cambrian Medical Practice based in Oswestry. All students who register with Cambrian will receive an annual health check.

All students registered with Cambrian Medical Practice will need to provide an up-to-date list of all current medication on the day they commence College. Also, if a student has a current medical exemption certificate, a copy will be required by the nurses, otherwise prescription charges will have to be paid in full by the student (unless the student is from Wales).

Students who register with Cambrian Medical Practice will be annually invited to receive the flu vaccination. All other students will need to contact their own GP should they wish to have the flu vaccination.

During the College holidays, prescriptions for medication will be sent electronically to a nominated pharmacy: this is usually a pharmacy near to the student's home. This will guarantee that students have enough medication to last them through the long holiday periods, particularly Easter, Christmas and summer. During the shorter half-term holidays the College will send out medication with the student.

***Please note:*** Some pharmacies may not have an electronic prescription service, therefore the College will send a paper prescription to the student's home, by post prior to the holiday.

***Please note:*** If your young person's prescription changes at any time, please ensure the medical practitioner provides written confirmation of the change with the College directly.

Students are asked to make all routine appointments, e.g. dental and optician, with their local provider during student holidays. This helps to maintain continuity of care.

During the summer term students are advised to follow sun-safety guidance and purchase a suitable factor sun cream to meet their individual needs.

The nurses work Monday to Friday 08:45am – 5:00pm.

If your son or daughter contacts you to say that they are unwell, please encourage them to discuss this with their Support Practitioners. If you are concerned that they may be unable to seek help, please contact the College directly.

## Day Students

Students who attend Derwen College in Gobowen on a non-residential basis, are usually cared for in Corner House. Our PMLD students will be cared for in the Nurture Centre.

Day students sign in and out of Corner House, ensuring their safety and wellbeing whilst at College. Each student is allocated a locker to keep their belongings in.



Students on the Nurture Programme will sign in at the Nurture Centre.

Day students access the curriculum and learning opportunities in the same way as residential students and have Independence Skills Sessions within Corner House as part of their timetable. With the student's permission, parents will be kept informed of their progress in independence skills and encouraged to practise at home what they have learnt.

Staff at Derwen College promote healthy lifestyle choices and encourage students to think about what they eat and keeping active. All lunches are provided for day students within Corner House, with a dedicated team of support workers who work with students on meal preferences and dietary requirements.

All students have a Care Plan and access to the Kenyon Suite and health support.

Funding for day students at Derwen does not cover activities or support after 5pm Monday

to Friday or at weekends. However, 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 and will include a supported tea. All additional support costs will be assessed on an individual basis dependent on needs.

## Residential Students

Residential accommodation is based at the main Gobowen campus. There is a wide range of accommodation types, from 'Halls of Residences' to single flats.

Each residence has a dedicated care team to help each student become as independent as possible. We endeavour to place students



in the accommodation that most closely matches their needs and aspirations.

First-year students will usually be in a residence with higher levels of support and staffing. At the end of each year there will be a review meeting at which students can discuss the progress they have made and the type of accommodation they feel will suit them the following year.

The Lead Practitioners oversee the wellbeing of students in their residence and manage the care team. Support Practitioners will generally be based at one or two houses so they will get to know individual students very well. This also ensures that students quickly become comfortable with the staff in their house.

## What will Residential Students Need to Bring to College?

A list of items that a residential student may need at College is included within this handbook.

It is essential that all clothes are clearly labelled with each student's name as washing can easily get mixed up and items misplaced. Please ensure that any new clothes or presents given to students are also labelled, particularly when students return after the holidays. Easy to wash items are preferable and less likely to get damaged.

Many students will bring a mobile phone, iPad, games console or other electrical equipment to College. Please ensure that it is labelled with their name and, where possible, only inexpensive items are brought to College. Please make sure that items are insured, the College cannot be responsible for damaged or missing items.

If students wish to watch live TV in their room they will need a TV licence. Derwen College can accept no responsibility for student's individual mobile phone bills or data usage.

Whilst electronic devices can bring many benefits, they can also become a source of distraction which may have an impact on work and sleep. For this reason, staff encourage students to work with staff to explore the most appropriate use of electronic devices.

Students are provided with a single bed. If they feel that this may not be suitable, larger beds are available: please speak to the Lead Practitioner or the Head of Care before your son/daughter begins College. Students will need to provide their own bedding – a full list of items to bring is included at the back of this handbook.

Students are encouraged to personalise their bedrooms, if they have pictures, posters or things to make them feel more at home they are welcome to bring them along.

**Please note, students are required to remove all their personal items and effects at the end of each academic year.**

## Independence Skills for Residential Students

Teaching of Independence Skills will take place for all students from the moment they get up to when they go to bed. Some of this work will be part of their day to day activities, but they will also have specific times to focus on their individual targets as shown in their Individual Learning Plan. This may include getting the bus, food shopping, washing and cooking. The Care Plans and Independence Skills targets will incorporate the Education and Health Care Plan (EHCP), where appropriate, according to the individual student. Care staff will work with students to revise EHCPs and contribute to review meetings.

All students are encouraged to take care of their own personal care and well-being. The level of support is personalised for each student and will change as they move through College. Support will be given, along with

prompts, if they are assessed as unable to do this themselves. Students will be supported to dress appropriately for the weather and the activity they are doing.

All residences have a kitchen, and students are encouraged to be independent in making themselves a drink, snack and some meals. They will be supported to purchase their preferred choice of food when out shopping.

Washing machines and tumble dryers are available for students to use and support given to those who are new to the task. All students are encouraged to keep their room tidy and wash bed linen.

## 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 cannot be given to parents or family members unless the student has given permission. Information relating to another student will not be shared with a third party. This includes Care Plans and Daily Records.

***See the section on Power of Attorney and Court of Protection Orders.***

Support Practitioners 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.

## Leisure Time for Residential Students

Students will have a demanding programme during the week: they are given the choice to decide how they spend their free time in the evenings and at weekends. This may be socialising with friends, on an iPad, playing games, relaxing or watching TV. They may wish to participate in trips at the weekend which can be a great way to visit local sites and make new friends.

On campus, there are clubs, discos, open swimming sessions and a range of organised activities. Student Engagement Officers are on hand to support students and ensure they are able to access what is on offer.

Students are also free to make use of the commercial outlets on site as well as the Bradbury Centre and Student Union. Initially students may find self-directed free time difficult, but they soon adjust and enjoy the freedom this brings. Although Derwen is an open campus, staff ask students to inform them of their whereabouts so they can ensure adequate support is provided.

Students are encouraged to be in their residences by 10pm on a week night to allow sufficient time to rest and to ensure they do not disturb other students.

Wi-fi is available in College residences so students are able to use their own devices with the support of staff should they need it. We do have coverage in every bedroom, but please bear in mind that this does depend on the device you are using too. The network team can connect smart TVs, games consoles and smart speakers to Wi-Fi upon request.

The wi-fi is turned off at 11pm and students are encouraged not to watch TV or use electronic devices late at night. Students are required to comply with *Information Technology Policy*.

At weekends, students won't be woken unless they have an activity to get to. The exception to this, will be if they require medication at a specific time, in which case this is administered with minimum disturbance.

## 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.

The Independence and Personal Development Team try to accommodate students on as many of their chosen trips as possible, although there are occasions when a trip is over-subscribed. In such instances, every effort is made to ensure that an alternative is offered, be that another trip or activities available on campus.

There are also occasions where students are asked to represent the College at sporting or cultural events, and they are given the opportunity to consider which trip they would like to attend.

## Religious Worship, Faith and Cultural Needs

Where possible, students' religious and cultural needs will be met. If a student wishes to attend a religious service they can discuss this with the Student Services Team. For example, on Sundays a taxi is currently available to take students who can independently access church to attend.

The Church of England vicar from St Oswald's in Oswestry, Reverend Harvey Gibbons, visits weekly (Thursday 4.00pm–5.00pm) for a Pray and Praise session.

In addition to Christmas and Easter, staff will work with students and families to recognise and celebrate a range of religious customs.

Please speak to the Lead Practitioner about your family's customs. However, while cultural and religious opportunities can be made available, parents must be aware that participation by the young person will be optional whilst at College.

## Hair and Beauty Appointments

Students can use local hairdressers in Gobowen or Oswestry. If they wish to do this they can take money out of their account and Care staff will support them to visit the hairdressers.

Some students prefer to continue using their hairdresser at home. Students will exercise their right to choose their own style and haircut.

If they wish to have their hair coloured they will be advised to have it done by a hairdresser. Care staff will not support students to dye their own hair, however a student may decide to do this themselves.

If students wish to have a special hair and beauty trip, they can arrange this through the independence sessions and their support person can attend with them.



## Contacting Friends and Family While Living at College

Students may contact friends and family whenever they wish and staff will support them to make calls if required.

Most students have their own mobile phone, but each residence has a phone which they are welcome to use. Some students will choose to Team, Zoom or Facetime their family. Where possible, students are encouraged to do this in their rooms to protect the privacy of others in the vicinity.

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 young person gain confidence while settling into College. Family members and friends are welcome to call anytime between 8.30am and 9.30pm.

Friends and family are welcome to visit students at College. If possible, please inform the Care staff at the residence in advance, of your planned date and time. If visitors wish to go into a student's bedroom they will need permission from the student first. Dogs are not permitted in any buildings and must be kept on a lead when on campus.

If you wish to bring food in for students, please do not bring high risk items such as meat or dairy products. Students are not permitted to have visitors overnight. Students may go off-site with visitors, provided they inform Care staff first, please see 'Visiting Derwen College' section for further information.

## 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 Services Team.

Students are encouraged to pack for themselves at the end of term. If there are specific items that you think your son or daughter may need while at home, please ask care staff to remind them to put them in.

## Birthdays

If a student's birthday falls during term-time, residence staff are happy to discuss options, with the student, about how they wish to celebrate and consider their particular preferences.

Whilst birthdays can always be celebrated on campus, special occasions such as 18th and 21st birthdays can be arranged off campus. For example, students can be supported to visit a restaurant of their



choice, the cinema or go bowling with a group of friends.

We are happy to liaise with the students and their parents in order to facilitate something different.

Birthday celebrations are costed on an individual basis, as additional charges such as transport and staff support costs must be

taken into consideration and the total cost is charged to the student's College account following the event.

## Additional Information

### 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.

### 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 Kenyon Suite 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, Kenyon Suite 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)

### Students' Finances

The aim of student finance is to assist our students in learning to budget their money.

Each learner has an individual account number into which students, parents or guardians can deposit funds so that the student can access for social spending, personal shopping, trips, etc. Deposits can either be made in person, by cheque/post or the College has an online banking facility. Details can be provided on request. The general suggestion of a deposit at each half-term is around £300.

Cash is accessible to students via their residence. Any money given to the student is recorded appropriately, signed for by the student and then entered onto the student account. The College does not encourage students to go overdrawn on their account, and half term statements of account are sent out to parents for their records. Should an account become overdrawn or have very low funds at any point in the term, then a statement will be sent to parents. This will alert parents of the situation so that the account can be topped-up. It is advisable at the start of each half-term for you to reach an agreed amount of spending money with your son/daughter.

Parents are able to contact the student finance office directly, should they wish or need to do so. However, information regarding student accounts will only be given if the student grants permission to do so. Any queries with student accounts are dealt with in complete confidence.

## Student 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.

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:

- o 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.

## College Rules

The following rules apply to all students at Derwen College.

### Smoking

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

Alcohol is not available on campus.

Students who wish to consume alcohol on site would need to discuss this with their Lead Practitioner and they will be given advice and information about the effects of drinking and how to drink responsibly.

Students who take medication that may be affected by alcohol, 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.

## Drugs

Any evidence of the illegal use or possession of drugs will be immediately reported to the Police. Students who abuse or misuse any drugs may be asked to leave the college.

A young man with short brown hair, wearing a grey and brown plaid shirt over a white t-shirt, is sitting on a large, colorful tarp. He is laughing heartily, looking towards the right. The tarp has large sections of blue, green, red, and yellow. He is wearing dark blue pants and brown lace-up boots. A large, bright blue oval graphic is overlaid on the bottom half of the image, containing the text 'A life less ordinary' in white, bold, sans-serif font.

**A life less  
ordinary**

## Dangerous Materials

Students are not permitted to bring any weapons or dangerous items, such as fireworks, to the College.

## Computer Safety

The computer network has protection against viruses, offensive material and other downloads which could damage the system or cause disruption.

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 inappropriate internet use will take place in private.

## Policies and Procedures

At Derwen College, we aim to ensure that everyone has an enjoyable, safe and healthy environment to learn, live and work, where they can reach their full potential. Learner

activities, staff procedures, guidance policies and resources are continually reviewed to ensure there are the greatest opportunities for success.

All the policies and procedures listed below are available on the Derwen College website or on request.

- o Anti-Bullying Student Policy
- o Anti-Corruption and Bribery Policy
- o Attendance and Punctuality Policy
- o Complaints and Concerns Policy
- o CQC Report
- o Data Protection (GDPR) Policy
- o Duty of Candour Policy
- o Equality Diversity and Inclusion Policy
- o Fit and Proper Persons Policy
- o Fit & Proper Persons Procedure
- o Freedom of Speech Policy
- o Gender Pay Gap Submission Report
- o Health & Safety Policy
- o Information, Advice and Guidance Policy
- o Information Technology Policy
- o Modern Slavery Policy
- o Ofsted Report
- o Prevent Policy
- o Publication Scheme (FOIA) Procedure
- o Remote Learning Policy



- o Safeguarding Policy
- o Staff Wellbeing Policy
- o Statement of Investment Principles
- o Strategic Plan
- o Student Involvement and Learner Voice Policy
- o Visitors Policy and Procedures
- o Volunteer Policy
- o Whistleblowing (Public Interest Disclosure) Policy
- o Zero Tolerance of Abuse Towards Staff Policy

## Photography and Video Consent

Throughout the academic year we take photographs/videos for a variety of purposes – to evidence educational progress and assist learning, to support care plans, for reports and marketing purposes. Photographs that identify students are defined as ‘personal information’ under GDPR and we require consent for some of these purposes.

Clinical photographs may be taken for a number of reasons – for students Personal Care Records e.g. to demonstrate positioning, to monitor skin integrity. They may also be used for internal professional training.

### Media Permissions

We would like to be able to make use of student photographs/videos, for external promotion often used in the public domain. We will always seek permission from the students to allow us to do this.

## Personal Equipment

Please ensure that all valuable equipment is appropriately insured and labelled.

### Wheelchairs

Wheelchair users should have third party indemnity insurance.

All students who use wheelchairs are required to wear lap belts, unless they have agreed otherwise with therapists.

All students who use a powered wheelchair must also have a suitable manual wheelchair to be used in case of breakdown and, if required for emergency evacuation.

## Short Breaks

Short Breaks at Derwen College is available for holidays and respite stays. Visits are tailored around what the student enjoys doing.

## 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.

Your monthly parent/carer newsletter gives you an update on events, activities and news from the College and what the students have been taking part in.

There are several ways parent/carers and families can support Derwen College. We welcome participation with all the 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 on our events and fundraising activities can be found at [www.derwen.ac.uk/charity](http://www.derwen.ac.uk/charity)

# What should I bring to College?

The following is recommended clothing and personal belongings that you will need with you at College.

Pathway/ Programme	Suggested items
<b>Hospitality and Food</b>	<ul style="list-style-type: none"> <li>o Plain black polo t-shirts (no motifs)</li> <li>o Black trousers (no jeans or leggings) or a black knee-length skirt</li> <li>o Sensible black shoes with a good grip</li> <li>o Steel toe-capped shoes</li> </ul> <p><b>Note: The college will provide all Personal Protective Equipment.</b></p> <p>Hair will need to be tied up. No nail varnish or false nails. Jewellery – one ring only.</p>
<b>Retail and Enterprise</b>	<ul style="list-style-type: none"> <li>o Smart black trousers (no jeans or leggings) or a black knee-length skirt</li> <li>o Smart white shirt/blouse</li> <li>o Smart, sensible black trainers or shoes</li> </ul>
<b>Horticulture</b>	<ul style="list-style-type: none"> <li>o Clothing suitable for outdoor wear (jogging/tracksuit bottoms, fleeces, jumpers, body warmers)</li> <li>o Waterproof jacket and trousers</li> <li>o Steel toe-capped boots</li> <li>o Wellington boots</li> <li>o Hat, scarf and gloves during the winter months</li> </ul>
<b>Performing Arts</b>	<ul style="list-style-type: none"> <li>o Comfortable loose clothing (jogging/tracksuit bottoms, t-shirts)</li> <li>o Comfortable trainers</li> </ul>
<b>Learning for Life</b>	<ul style="list-style-type: none"> <li>o Comfortable loose clothing (jogging/tracksuit bottoms, t-shirts)</li> <li>o Comfortable trainers</li> <li>o Gym kit</li> <li>o Swimming kit</li> </ul>
<b>Nurture</b>	<ul style="list-style-type: none"> <li>o Comfortable clothing (joggers and t-shirt)</li> <li>o Swimwear (including hydro sling where needed)</li> <li>o Protective waterproof jacket or poncho*</li> <li>o Spare clothing*</li> <li>o Warm coat and/or blankets in the winter</li> <li>o Sun hat and sun cream in the summer*</li> <li>o Spare pads and equipment to support personal care*</li> <li>o Medications or specialist feed/thickener and any equipment needed to support this*</li> <li>o Any communication devices and chargers</li> </ul> <p>* items can be brought into college on a daily basis, or a set can be kept at college for use when needed</p>

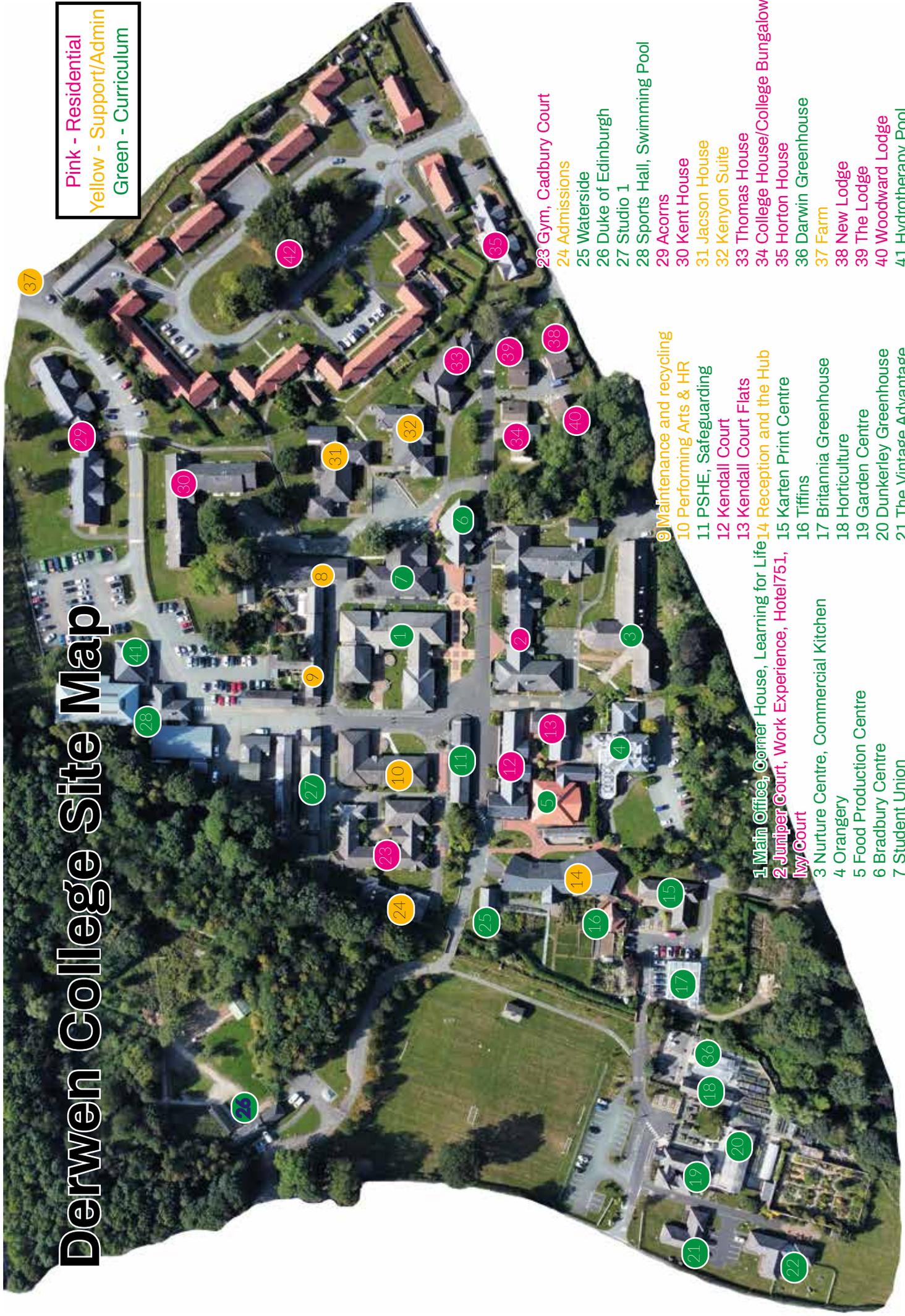
# Clothing and Personal Items for Residential Students

Students should bring their own bedding, duvet and pillows along with personal belongings. We encourage students to personalise their rooms, so homely touches such as photos, posters and ornaments can help students feel settled in their new surroundings.

Electronic devices such as mobile phones and tablets, alarm clocks, electric toothbrushes and shavers may be brought to college, but please ensure they are in good working order, are clearly labelled and included on your household insurance. Please also remember to pack the relevant chargers!

- Suitcase and small holdall for use at half-term
- Drink bottle
- Casual clothing for evenings and weekends, including warm and waterproof coats
- Sun protective clothing
- Sun cream
- Winter and summer hat
- Smart outfits for trips, discos, special events etc
- Prom outfit (July)
- Handbag or sports bag for use on trips
- Swimming kit, including towel and bag
- Sports clothing (football kit, boots, gym clothing, trainers)
- Personal toiletries including sanitary items
- Towels (bath, hand and face cloths)
- Nightwear, including dressing gowns and slippers
- Bedding, comprising of:
  - Duvet and pillow(s)
  - Two sheets, two pillow cases (per pillow) and two duvet covers

# Derwen College Site Map



Pink - Residential  
 Yellow - Support/Admin  
 Green - Curriculum

- 1 Main Office, Corner House, Learning for Life
- 2 Juniper Court, Work Experience, Hotel751, Ivy Court
- 3 Nurture Centre, Commercial Kitchen
- 4 Orangery
- 5 Food Production Centre
- 6 Bradbury Centre
- 7 Student Union
- 8 Archiving office/Recycling
- 9 Maintenance and recycling
- 10 Performing Arts & HR
- 11 PSHE, Safeguarding
- 12 Kendall Court
- 13 Kendall Court Flats
- 14 Reception and the Hub
- 15 Karten Print Centre
- 16 Tiffins
- 17 Britannia Greenhouse
- 18 Horticulture
- 19 Garden Centre
- 20 Dunkerley Greenhouse
- 21 The Vintage Advantage
- 22 Garden Café
- 23 Gym, Cadbury Court
- 24 Admissions
- 25 Waterside
- 26 Duke of Edinburgh
- 27 Studio 1
- 28 Sports Hall, Swimming Pool
- 29 Acorns
- 30 Kent House
- 31 Jacson House
- 32 Kenyon Suite
- 33 Thomas House
- 34 College House/College Bungalow
- 35 Horton House
- 36 Darwin Greenhouse
- 37 Farm
- 38 New Lodge
- 39 The Lodge
- 40 Woodward Lodge
- 41 Hydrotherapy Pool
- 42 Bungalows

# How to find us

## Derwen College – Main Campus

Derwen College  
Whittington Road  
Gobowen  
SY11 3JA

**Derwen Marketplace** is open daily from 9am to 4pm (10am–4pm on Sundays and public holidays), and comprises:

- o Walled Garden Café
- o Garden Centre and Gift Shop
- o The Vintage Advantage Charity Shop
- o Hotel 751
- o The Orangery Restaurant

## Derwen College Telford

Stafford Park 7  
Telford  
TF3 3BQ

## Derwen College Walford

Walford  
Baschurch  
SY4 2HL

(When approaching the Walford campus (towards Shrewsbury) go past the main Walford campus entrance for the Harris Centre, and take the next turning right. Turn immediately right and park in the small car park. Follow the signs to Derwen College Walford along the footpath.)

## Derwen College Ludlow

8–9 The Business Quarter  
Eco Park Road  
Ludlow  
SY8 1FD

