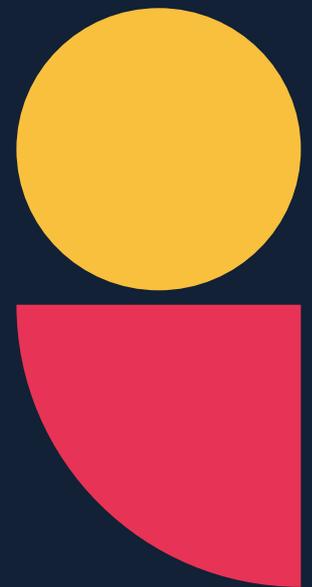




# Parent/Carer Handbook 2022–23



**Walford, Telford and Ludlow Satellites**

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**



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## 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 proactively 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 practices
- 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.

**Derwen College**

**We are  
Dedicated  
Diverse  
Dynamic  
Derwen**

**A place of possibility**

# 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
Principal and CEO	Meryl Green meryl.green@derwen.ac.uk	01691 661234
Director: Care, Health and Wellbeing	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
Telford Satellite Manager	Samantha Brown samantha.brown@derwen.ac.uk	Ext 209
Telford Satellite Lead	Lucy Harrison lucy.harrison@derwen.ac.uk	Ext 222
Walford Satellite Lead	Liam Edwards liam.edwards@derwen.ac.uk	Ext 203
Ludlow Satellite Lead	Christine Williams christine.williams@derwen.ac.uk	Ext 335
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
Head of Technology and Digital Services	Daniel Rowley daniel.rowley@derwen.ac.uk	Ext 245

If you wish to contact a specific Satellite Lead, you may email or telephone them directly.

Please be aware that these are also teaching positions so are not always able to answer the phone. In the event you are unable to contact them by phone, please do email them and they will respond as soon as they are able.

**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.

## 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

All our Satellite students 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.

## Moving Around the Satellite Campus

Parents do not have independent access to the campuses and must sign in accordingly. Parents are then accompanied to where they need to go. 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.

## Vehicle access and parking

Please park in the designated car park areas.

## 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 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 Satellite Lead.

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. This system is already in place in Telford and will be rolled out in Walford and Ludlow in 2023.

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.

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 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 support practitioner and any specific requirements they have will be put in place.

## **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 or Satellite Lead 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.

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.

Please advise your young person's Satellite Lead 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. 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 of Care, Health and Wellbeing (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 Satellite Lead 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**

Visitors and students are welcome to make use of our 'Marketplace' at the Gobowen campus. Facilities include 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.

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

## **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](mailto: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 Care, Health and Wellbeing
- 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 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 while they are at home. 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 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 outside of College.

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.

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.

## 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 young person and staff what should happen if they become locked out of their device account.

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.

Students are required to comply with the *Information Technology Policy*.

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.

## Sports Opportunities

We have an ever-evolving programme of wellbeing activities on offer including different sports, arts and craft, walking and much more! New groups are designed depending on the young person's interests. Sometimes these groups are accessed through community clubs and organisations in the local area and on the main campus, where we have a Sports Centre, gym and an indoor swimming pool.

## Duke of Edinburgh's Awards

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

Our 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)

## Student Life

Students sign in and out of their Satellite base, ensuring their safety and wellbeing whilst at College. Each student is allocated a locker to keep their belongings in.

Students access the curriculum and learning opportunities in the same way across all locations and have Independence Skills Sessions 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 students with a dedicated team of support workers who work with students on meal preferences and dietary requirements.

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 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.

## 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.

## 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.

# Additional Information

## Lost Property

Lost property will be stored in each Satellite. Students who have lost items are encouraged to check with staff 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.

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.

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)

## 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.

### 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.



## 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 in Gobowen 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.

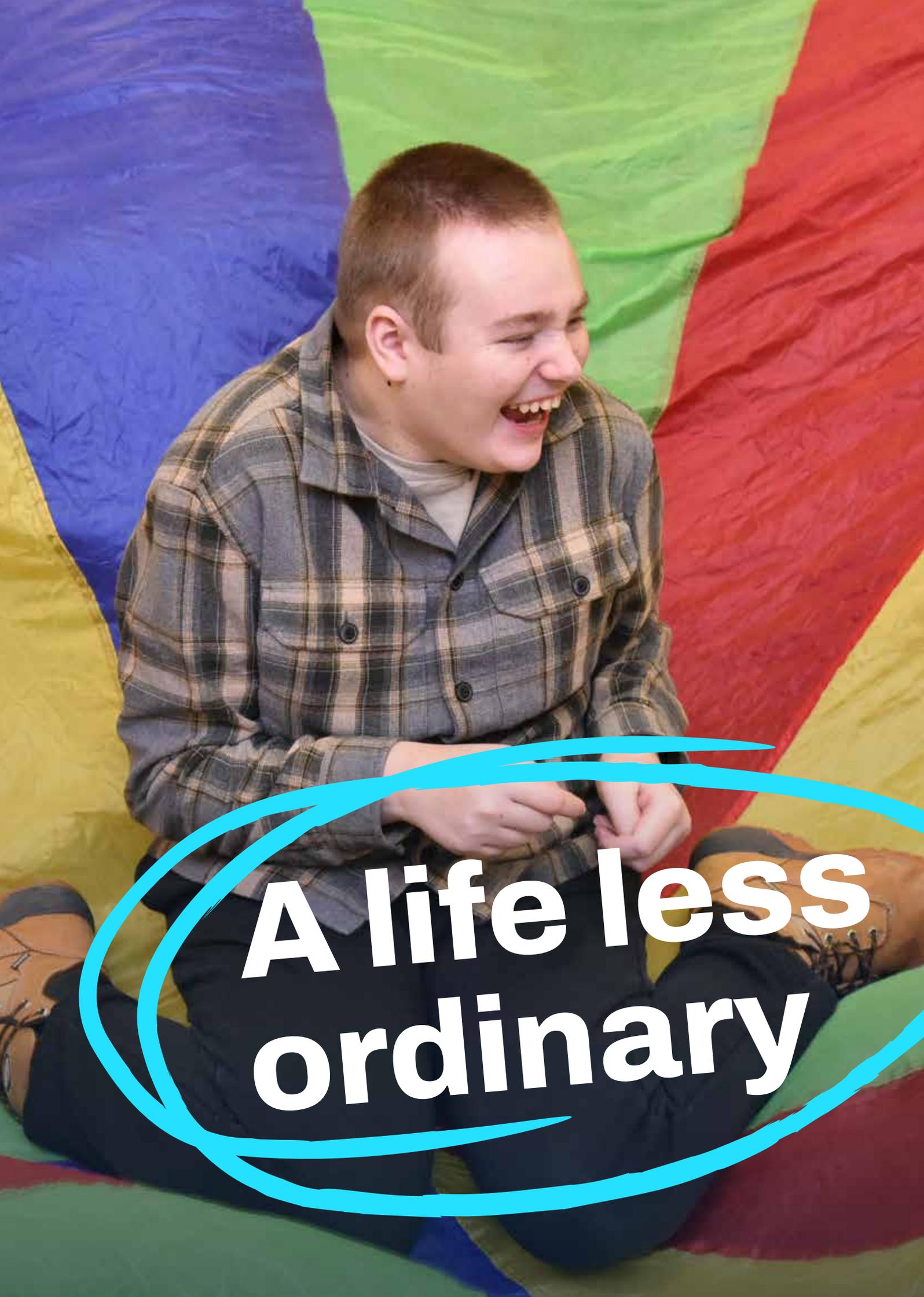
Your monthly parent/carer newsletter gives you an update on events, activities and news from the College and what the students have been taking part in.

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)



**A life less  
ordinary**

# 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>All Satellites</b>	<ul style="list-style-type: none"> <li>o Sensible clothing to meet the weather/season</li> <li>o Sensible footwear</li> <li>o Refillable drink bottle</li> <li>o Sports kit (trainers, shorts or jogging bottoms, t-shirt and track-suit top)</li> <li>o Personal Hygiene pack (deodorant, hair brush, etc.) to be stored in lockers</li> <li>o Sun cream / hat during warm weather</li> <li>o Appropriate clothing for external work placements (as advised by staff)</li> <li>o Any personal devices that are used for communication or medical needs</li> </ul> <p><b>Please note: Personal devices that are not needed to support communication should be left at home or kept in lockers during session times.</b></p>
<b>Horticulture (Walford)</b>	<ul style="list-style-type: none"> <li>o Clothing suitable for outdoor wear (jogging/tracksuit bottoms, fleeces, jumpers, body warmers)</li> <li>o Gardening gloves</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> <p>Students are advised to bring spare clothing to change into after practical horticulture sessions.</p>
<b>Sport and Fitness (Walford)</b>	<ul style="list-style-type: none"> <li>o Active wear clothing</li> <li>o Sports Trainers</li> <li>o Jogging bottoms / shorts</li> <li>o Jumper &amp; Waterproof jacket</li> </ul> <p>Students are advised to bring spare clothing to change into after active sport sessions.</p>

# 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

