

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Learner Induction



Welcome to Build-a-Future

Induction is an ongoing and important process. All new learners will receive an initial induction.

This will include:

- Tour of Build-a-Future, given Centre Leader
- Introductions to staff
- Read and discussed behaviour checklist
- Overview of curriculum and daily procedures

### How Everything Works!

*“The whole centre, learners, staff and curriculum works by one key word – RESPECT. We will all respect you as an individual and ask that you show us the same courtesy. As you get to know us and we get to know you, more respect will develop. Some days will be more challenging than others and we expect this. All we ask is that you show us the same respect and work to our guidelines and your time at Build-a-Future will be rich, positive and full of achievement.”*

### Session Times

Session	Time
Arrival – Canteen	9.15 – 9.30
Session 1	9.30 – 10.15
Session 2	10.15 – 11.00
Break	11.00 – 11.15
Session 3	11.15 – 12.00
Lunch	12.00 – 12.30
Session 4	12.30 – 1.15
Break	1.15 – 1.30
Session 5	1.30 – 2.15
Enrichment	2.15 – 2.40
End of the day!	
At the end of the day all learners gather in the canteen and wait to be called to queue for their belongings & transport	

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### The Working Day

- All learners (unless alternative arrangements have been agreed with the Headteacher) should be at BAF by 9.15am.
- Hand all smoking paraphernalia & mobile phones in for locking away.
- POINTS MEAN PRIZES!! Points are awarded for positive work, behaviour and attitude throughout each day at BaF.

### Learner Behaviour Checklist

BAF is dedicated to providing a safe place for people to learn and achieve. For us to maintain this we ask that all new learners understand that the following behaviours will not be tolerated and partaking in them will result in the disciplinary process. ALL staff will challenge inappropriate behaviour.

What is inappropriate behaviour:

- Swearing.
- Bullying in any form.
- Aggressive behaviour – Fighting, Spitting etc.
- Abusive behaviour and language.
- Continual refusal to engage in sessions.
- Throwing stones or other projectiles.
- Threatening behaviour and language.
- Stealing.
- Vandalism & damage (to site or other learners or staff property).
- Graffiti.
- Gang or group affiliated behaviour or comments.
- Energy drinks are not allowed.
- Disregarding health & safety procedures.
- Inappropriate physical contact of any kind.
- Disregarding the equal opportunities policy.
- Childish behaviour.

All incidents are written up on Incident Report Forms and kept in learner files. Behaviour should be taken into consideration when marking the learners point sheets at the end of each session.

### Safeguarding

At BaF safety is of paramount importance. This includes safeguarding and child protection. To see our full safeguarding policies please see the centre files which can be located in the main office.

All staff are trained in safeguarding. However, the nominated person for safeguarding is: Adam Webb – Headteacher – Build-a-Future.

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All information is kept confidential; however, confidentiality will be breached if:

- Safeguarding or child protection issues are involved.
- There is significant threat to life.
- Medical attention is required immediately.
- Potential or actual criminal offences are involved.

There are four areas of abuse:

**Neglect:** Persistent failure to meet the young person's physical and/ or psychological needs, likely to result in serious impairment of the young person's health or development.

**Physical:** May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise physical harm to a young person.

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the young person is aware of what's happening. It can involve physical or non-physical contact.

**Emotional abuse:** Persistent emotional ill-treatment of a young person such as to cause severe and adverse affects on the young person's emotional development.

Anyone under the age of 18 years old is vulnerable.

If you do wish to discuss any issues or concerns you may have all staff will listen and take you seriously. You will be informed of any action that is to be taken unless the nature of the disclosure requires us to contact other agencies without consent.

### Attendance

All attendance on site is monitored.

At Build-a-Future we carry out the following procedures:

- Daily records made and updated. Attendance is then sent to the appropriate educational provision
- First day of unauthorised absence – a phone call is made to parents, carers or provider.
- For absence of more than four days concerns are expressed to correct provider/ carer.

**Absconding from the centre:**

If a learner decides to leave the centre unauthorised then Build-a-Future will:

- Immediately inform appropriate provider
- If the learner does return, an incident report must be completed by the staff involved.
- Staff will not follow the learner from the site.
- If necessary and with appropriate permission contact with authorities such as the Police may be required.

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### Transport

The transport provided for you by Build-a-Future is to enhance your time here. We expect you to adhere to specific guidelines when accessing transport these include:

- Seat belts must be worn. The vehicle will not move until everyone is wearing their seat belt correctly.
- No shouting abuse from the windows or within the transport.
- No spitting inside or outside the transport.
- No moving between seats whilst in transit.
- Any intentional damage to the vehicle caused will result in disciplinary action and compensation sought.
- No smoking on the bus or playing with lighters.
- Volume of the radio and the choice of radio station is down to the drivers' discretion.
- Each driver is licensed, qualified and experienced so please refrain from sharing your driving suggestions – thank you.
- No safety boots worn in any of the transport provided.

### Drugs & Alcohol

Onsite procedure in response to drug and alcohol incidents:

If a member or staff or other learner reports that they suspect a learner is under the influence of alcohol or substance abuse then the following procedures are taken:

- Inform Headteacher as soon as possible.
- Headteacher to remove learner from session and have informal discussion about concerns that have been raised without divulging source of information.
- If Headteacher believes that the learner is acting as if they are under the influence of alcohol or other substances then they must assess to see if medical attention is required and call if necessary.
- If medical attention is not required then the learner has to be isolated and supervised by an additional member of staff whilst the Headteacher contacts partner provider, parents or carers to arrange for the learner to be removed from site.
- The learner must not be left unsupervised at any time.
- The Headteacher will then ask the learner for their permission to search them including their belongings.
- If the learner refuses to cooperate the Headteacher may feel it is necessary to call for the Police.
- If the learner cooperates and either alcohol or substances are found then the Headteacher will decide whether or not to inform the Police.
- Once the learner has been removed from site, Headteacher will discuss with partner provider as to the following decisions which can include fixed term exclusion, permanent exclusion or involvement of external agencies.

All incidents must be written up in full and filed in learners' personal file and in site logbook.