



STUDENT'S NAME:

SIGNATURE:

DATE:

INDUCTION PACK 2022/2023



This Activity is part-financed by the European Union through the European Social Fund (ESF).
ESF supports activities to extend employment opportunities and develop a skilled workforce.



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Our courses and Qualifications

ATN offers a range of courses and qualifications. As well as those which are included here, we are happy to discuss other options based on your individual needs. Full details of our courses will be discussed with you when you register with ATN. This helps the tutor to prepare an individual learning plan that provides the support you need to meet your learning goals.

Functional Skills English and Maths

ATN offers English and Maths to learners of all backgrounds, starting from Entry 1, Entry 2, Entry 3, Level 1 and Level 2 classes ensuring that you have the best possible foundation for success in both your personal and professional lives. Functional Skills equips learners with the fundamental applied skills needed to succeed in all aspects of life, work and learning.

Computers/ICT

You have little or no IT experience and would like to gain confidence in using computers and the latest IT technology. You might also be looking to gain the background knowledge you need to progress onto and complete a Level 1 qualification for IT Users. You can learn about Word Processing, Spreadsheets, Databases, PowerPoint and Internet and Email in our ICT classes. These courses will help you build your confidence with computers and help you become a part of the digital world. Level 1 ICT courses equip you with the essential skills required for general office/admin work.

ESOL

This is a qualification for anyone based in the UK for whom English is a second language or additional language. These qualifications focus on the language used in everyday situations, helping learners into work or function more effectively in an English speaking environment. Available at five levels: Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

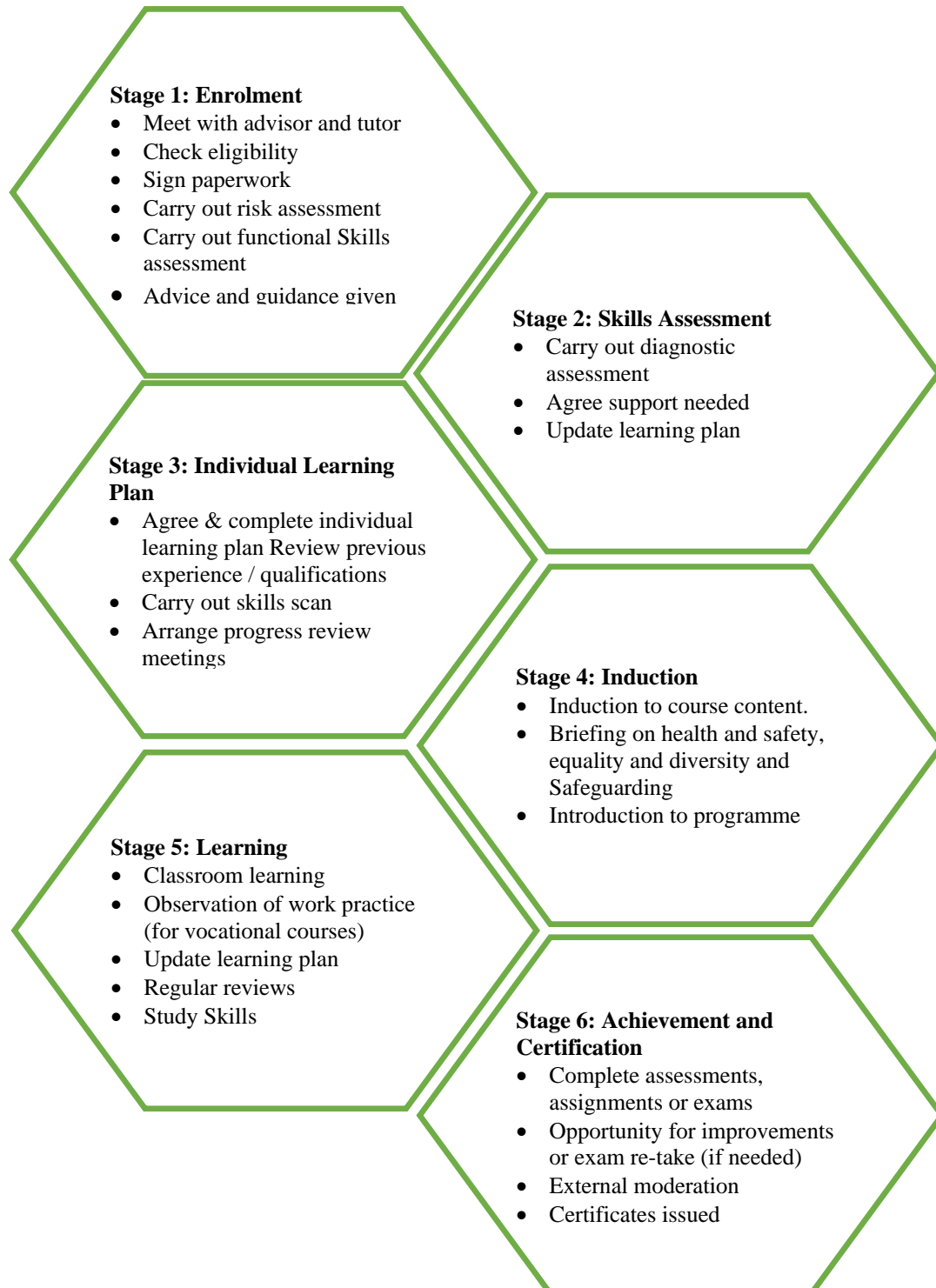
Programmes for the Unemployed

In these challenging economic times, it's vital we all have the right skills to gain employment and improve our career prospects.

Our range of training programmes for the unemployed is aimed at those who are currently out of work and offers support, training and advice to suit the needs of the individual.

These courses help develop your employability skills, such as time management, team work or team leading, interview skills improving your chances of getting into a career in care, administration, retail or IT.

The Learning Process





CODE OF CONDUCT

- **THE ADULT TRAINING NETWORK** expects a high level of good conduct from all its learners and employees.
- Everyone deserves respect and to be able to enjoy the peace, friendship and facilities without disturbance.
- People will be treated with dignity and respect regardless of race, religion, ethnic background, gender, sexual preferences, disability, health and / or age.
- People’s feelings will be valued and respected at all times.
 - Language and humour, which anybody may find offensive, will not be used.
 - No one will be harassed, abused, intimidated or bullied.

Users must not:

- Use offensive behaviour.
- Use offensive language.
- Smoke, use / carry drugs or consume / carry alcohol on the premises.

Users must:

- Respect all users of the premises.
- Avoid damage to property.
- Leave the centre clean and tidy.
- Avoid causing nuisance or inconvenience to other users of the premises and / or nearby residents.

Any grievances should be sent in writing to:

The Manager
 Adult Training Network
 Unit 3, Triangle Centre
 Uxbridge Road
 Southall
 Middlesex
 UB1 3EJ
www.adult-training.org.uk

I have carefully read the Code of Conduct and agree to abide by it.

Student’s Signature:

Date:

FIRE ACTION

ANY PERSON DISCOVERING A FIRE

1. **SOUND THE ALARM.**
2. **TUTOR ON DUTY TO CALL FIRE BRIGADE**
3. **ATTACK THE FIRE IF POSSIBLE USING THE APPLIANCES PROVIDED**

ON HEARING THE FIRE ALARM

4. LEAVE BUILDING BY **FIRE EXIT** ROUTE
5. CLOSE ALL DOORS BEHIND YOU
6. REPORT TO ASSEMBLY POINT

DO NOT TAKE RISKS

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED
TO DO SO

DO NOT USE LIFTS

I have been given an induction on 'fire and safety' procedures and general 'safety' (including the correct usage of computer equipment) using the 'Working with VDU's handbook' which is available in the ICT suite. I will do my best to adhere to the health and safety rules which apply to me and those around me.

PRINT NAME:

SIGNED: DATE:

EQUAL OPPORTUNITIES POLICY

The Adult Training Network (hence forth ATN) is committed to equal opportunities and positively welcomes all people who respect the rights of others.

The ATN actively seeks to prevent all kinds of discrimination. The ATN acknowledges that developing equal opportunities is a continual process requiring review, evaluation and target setting.

The ATN recognises the cultural diversity of the student body. It takes steps to review existing learning materials and methods and to develop new ones to promote equality of opportunity.

Everyone, staff or student is expected to promote equality of opportunity.

The ATN offers equality of opportunity to all potential students and current students to access education and learning.

Learning opportunities will be available to all sections of the community especially those members of the community who have been traditionally disadvantaged from accessing post sixteen education (e.g. asylum seekers, disabled people, women with young children etc.)

The ATN and its staff will provide the best quality education to all its students and provide opportunities for progression and achievement and advancement in the ATN environment.

Recruitment procedures will ensure that traditionally disadvantaged groups will be encouraged to apply for posts and interviews will be conducted in an impartial and objective manner. All appointments will be on the basis of merit.

Classes will be arranged at times, which suit the needs of parents who have childcare responsibilities.

Where possible, the Adult Training Network will endeavour to provide childcare facilities in partnership with other agencies.

Both as an employer and as a training organisation ATN is working to resist discrimination in any form and is wholly opposed to discriminatory attitudes and their manifestations.

ATN will extend and maintain non-discriminatory practices within its accommodation and will take positive steps to combat discrimination.

ATN is opposed to all forms of harassment. Actions considered to be unacceptable include:

- the use of verbal comment or innuendo that will insult or offend others
- the use of written comment, including graffiti, that will insult or offend others
- offensive gestures
- bringing into ATN venues materials that would incite discrimination

- the display of offensive posters, pin-ups or advertisements
- making threats against a person or group
- unwelcome physical contact

ATN will treat all such incidents seriously and will deal with them by:

- offering an immediate response
- encouraging the reporting of incidents, either via the informal incidents and suggestions system or more formally via one of the College's policies and procedures
- establishing and maintaining a record of incidents and the response to them
- developing good practice which will prevent a recurrence of the incident
- monitoring the effectiveness of these measures annually.

HEALTH AND SAFETY POLICY STATEMENT

The main policies are as follows:

- a) To provide and maintain a healthy and safe working environment for all its employees, temporary staff, volunteers and visitors to its premises.
- b) To provide and maintain healthy and safe systems of work.
- c) To provide and maintain equipment that is safe.
- d) To provide healthy and safe arrangements for the use of any substances.
- e) To undertake regular risk assessments and to repeat these when circumstances change.
- f) To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own health and safety at work.
- g) To provide staff with where appropriate, personal protective equipment (i.e. gloves, safety apparel, personal alarms)
- h) To ensure that all activities are undertaken in a professional manner such that the health and safety of the members of the public with whom it has contact are not prejudiced.
- i) To create and maintain a joint consultative structure for health and safety matters which will ensure that there are opportunities for regular formal dialogue between management and staff.
- j) To ensure that regular health and safety inspections are undertaken.
- k) To ensure promotion of good health of its staff.
- l) To ensure that this policy statement and health and safety responsibilities, organisation and arrangement for implementation are reviewed and updated if necessary, at least annually.

Safeguarding Policy & Procedures

1. What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children/vulnerable adults and protect them from harm.

Safeguarding means:

- Protecting children/vulnerable adults from abuse and maltreatment
- Preventing harm to their health or development
- Taking action to enable all children/ vulnerable adults have the best outcomes.

2. ATN Policy Statement

2.1 The ATN has a statutory and moral duty to ensure the ATN functions with a view to safeguarding and promoting the welfare of children and vulnerable adults undertaking education and training at the ATN.

2.2 *“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they can be stopped. **Our task is to make it as difficult as possible for them to succeed ...”***

— Bichard Enquiry Report, 2004

3. Purpose and Scope of the Safeguarding Policy

3.1 This Policy applies to all Trustees, staff, volunteers and others who work with or come into direct contact with ATN learners.

3.2 The term “staff” when used throughout this report includes agency or other temporary staff and volunteers.

3.3 The purpose of this Policy is:

- To provide a framework for protecting children and vulnerable adults and adult learners from abuse of any kind (defined in section 6 of this document)
- To provide a safe environment for children and vulnerable adults to learn in.
- To ensure staff recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations where abuse or neglect might be alleged
- To ensure staff are clear that they are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions
- To provide staff with guidance on procedures to adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm

3.4 ATN recognises that:

- the welfare of the adult learner, child or vulnerable adult is paramount
- all adult learners, children and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse

- working in partnership with children, adult learners, vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare.

3.5 ATN will endeavour to safeguard adult learners, children and vulnerable adults by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures for staff
- recruiting staff safely ensuring all necessary checks are made
- sharing information about safeguarding and child protection and good practice with children, parents, adult learners, vulnerable adults and staff
- sharing information about concerns with agencies who need to know, and involving parents, adult learners, children and vulnerable adults appropriately
- providing effective management for staff through supervision, support and training

3.6 You can get a copy of our full Safeguarding Policy and details of our nominated person for safeguarding from the admin office.

4. Radicalisation Statement

- Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views.
- At ATN, we are fully committed to safeguarding and promoting the welfare of all students and staff. We recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.
- At ATN, all staff members are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Safeguarding Statement

The Adult Training Network (ATN) is committed to ensuring that there is a safe environment for all staff, learners and for those who are accessing the services we provide. ATN is dedicated to minimising the risk of harm to staff and learners and will respond to any identified safeguarding concerns.

In relation to adults, safeguarding and promoting their welfare can be defined as:

- Protecting adult learners and vulnerable adults from abuse and/or neglect
- Identifying any signs of abuse (physical, sexual, psychological and financial) and following correct procedure when dealing with it
- Ensuring adult learners and vulnerable adults and those who are at a risk of being mistreated are given the support they require

Safeguarding action must be taken if a staff member or a learner becomes the victim of:

- Abuse (physical, sexual, psychological, emotional and financial) or neglect
- Racism and homophobic or transphobic abuse
- Bullying, including cyber-bullying and prejudice-based bullying
- Violence based on gender including domestic violence and female genital mutilation
- Radicalisation and/or extremist behaviour
- Sexting and 'revenge porn' and grooming behaviour
- Alcohol and drug abuse
- And other issues not listed here but that pose a risk to staff, learners and their children

Safeguarding adults also incorporates wider aspects of care and education, including:

- The health and safety and well-being of all staff and learners Providing first aid and support for staff and learners with medical conditions
- Online safety
- Emotional support
- Appropriate arrangements to protect staff and learners' security

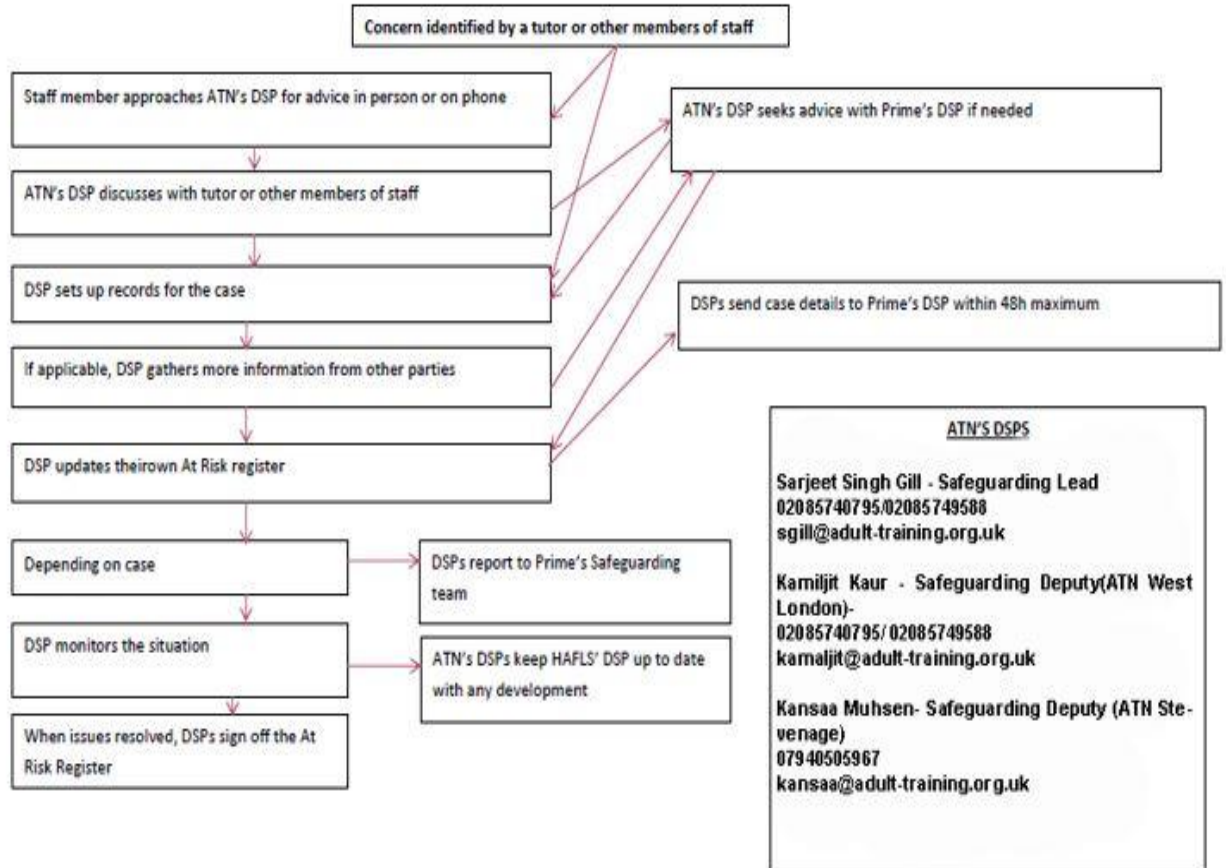
Safeguarding Contacts

Contact the Designated Safeguarding Officers in the event of a Safeguarding incident.

ATN's Designated Safeguarding Officers.

Name	Designation	Email	Telephone
Sarjeet Singh Gill	Safeguarding Lead	sgill@adult-training.org.uk	020 8574 9588
Kamaljit Kaur	Deputy Safeguarding Lead for West London, Slough Council, Buckinghamshire County Council and North Hertfordshire	Kamaljit@adult-training.org.uk	020 8574 9588
Kansaa Muhsen	Deputy Safeguarding Lead for North Hertfordshire	<u>kansaa@adult-training.org.uk</u>	07940505967

Procedure Flow Chart For dealing with incidents/concerns identified by ATN



Radicalisation Statement

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Prevent

Prevent is one of four elements which contribute to the government’s counter-terrorism strategy- CONTEST. CONTEST aims to reduce the risk of terrorism to the UK and its interests overseas. Prevent focuses on supporting individuals who may be at a risk of radicalisation and supporting terrorism.

If any staff member or learner becomes concerned about an individual who they believe is showing signs of radicalisation or involvement in terrorism, then they should immediately contact the Designated Safeguarding Officers.

Name	Designation	Email	Telephone
Sarjeet Singh Gill	Safeguarding Lead	sgill@adult-training.org.uk	020 8574 9588
Kamaljit Kaur	Deputy Safeguarding Lead for West London, Slough Council, Buckinghamshire County Council and North Hertfordshire	Kamaljit@adult-training.org.uk	020 8574 9588
Kansaa Muhsen	Deputy Safeguarding Lead for North Hertfordshire	kansaa@adult-training.org.uk	07940505967

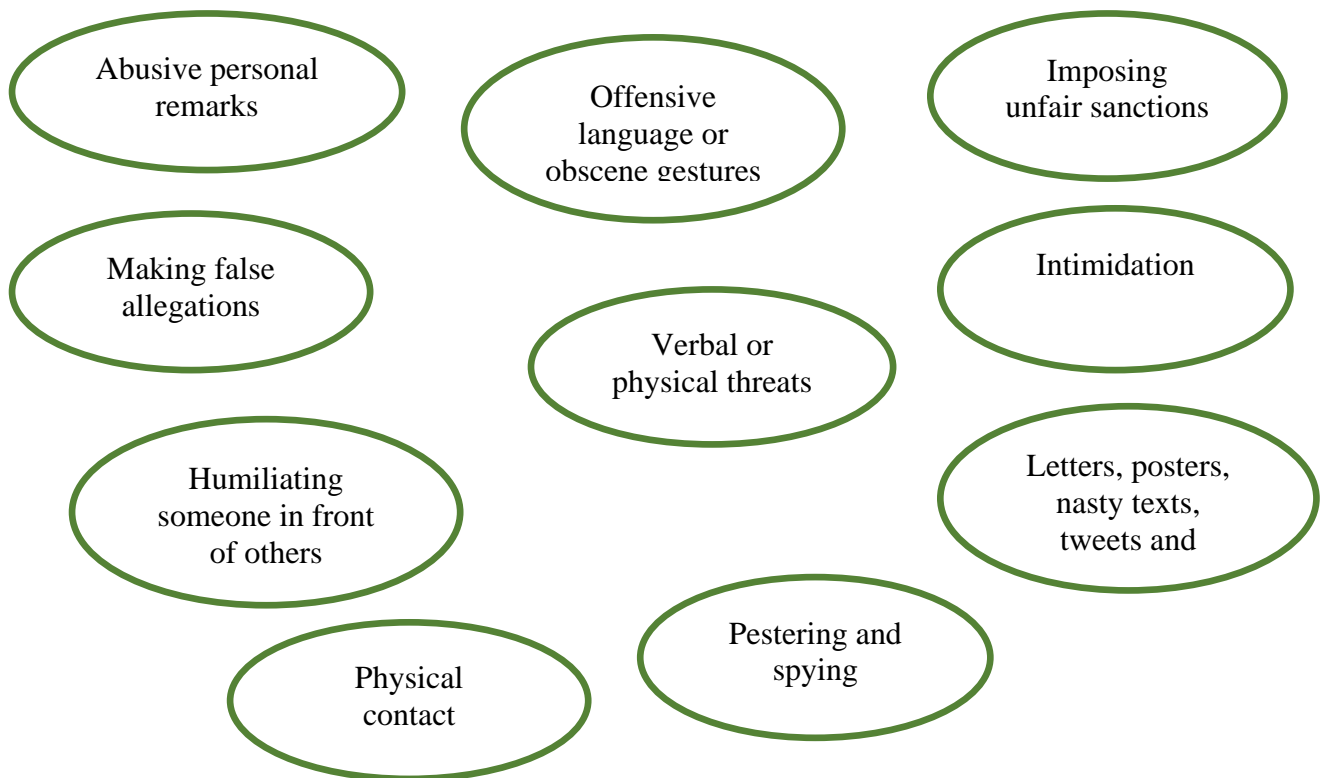
Bullying and harassment

We take bullying and harassment very seriously and will not stand for it!
What happens if

I am being bullied or harassed?

We will investigate any reports of bullying or harassment and deal with them straight away. To report a case of either bullying or harassment, you can talk in confidence to your tutor or any senior member of staff.

Bullying and harassment takes a number of different forms including –



Bullying and Harassment Policy

You can get a copy of our full Bullying and Harassment policy from the Admin office.

INDUCTION CHECK LIST

Learner Name:..... Start Date:.....

Venue:.....

AREA INDUCTED	INDUCTED BY	LEARNER	DATE
Health & Safety at Work Act 1974.			
Health and Safety Policy.			
Tour of Site.			
Introduction to Key Personnel.			
Prohibited Areas or Activities.			
Electrical Failure/Safety.			
List of all Machinery or Equipment Which the trainee might be expected to use.			
COSHH Control of Substances Hazardous to Health.			
Manual Handling/Lifting.			
Display Screen Equipment.			
First Aid Facilities.			
Accident Reporting.			
Fire Fighting Equipment.			
Evacuation Procedure.			
Risk Assessment.			
General Housekeeping.			

Instructor: Responsible for ensuring that the training provided has been understood, and that all relevant information and instructions have been passed on.

Learner: Your signature indicates that you have understood the information and training provided.



Health & Safety – Learner Information Pack

HEALTH & SAFETY LEARNER QUESTIONNAIRE

As part of the safety assessment undertaken by Adult Training Network I would be grateful if you would complete this questionnaire. This is not a test, it is to help us gauge the scope and effectiveness of your induction. Should you not know the answer to any of the questions, please enter N/A rather than leaving it blank.

Name:

Did you receive H&S information during your induction? Yes No

Did you receive induction on handwashing and social distancing ? Yes No

Are you aware that you must wash your hands for 20 secs immediately after arriving at ATN? Yes No

Is there hand sanitiser available at the entrance of the building and in the classroom? Yes No

Have you been told of the 1 metre + social distancing rule and to avoid physical contact with each other? Yes No

Was your temperature taken before you entered the classroom? Yes No

Have you been told not to come to ATN if you display any symptoms of COVID-19? Yes No

Have you been made aware that you must wear face mask in the classroom at all times, unless stated otherwise? Yes No

Do you know what you have to do if you display symptoms of COVID-19 Yes No

Steps to take:

.....
.....
.....

Were you shown around the premises when you started? Yes No

Have you seen the company Health & Safety Policy? Yes No

Is there a means of alerting you of the need to evacuate the premises? Yes No

If yes, what does it sound like?.....
(for example fire alarm, bell, whistle)



Where is your assembly/meeting point?.....

What should you do if you have an accident?.....

Have you had any accidents since you started? Yes No

If yes, please give more details.

Where is the accident book kept?.....

Where is the First Aid box kept?.....

Who is the first-aider or appointed person?.....

Who is your tutor?.....

Who is your designated safeguarding Lead/Deputy?

Health & Safety – Learner Information Pack

Learner Induction Pack

Do you think there are any hazards you are likely to come into contact with whilst training? Yes No
(If yes, please give details).

Have you been asked to do anything which you consider dangerous or inappropriate? Yes No
(If yes, please give details).

If you have any comments you would like to make regarding health & safety please add them here.

Signature:

Date:

Thank you for completing this form.

COMPUTER USE POLICY AND PROCESS

The learner should not damage any computer equipment.
The learner should not disconnect any computer cables or equipment.
The learner should not undertake any activity that could lead to corruption of any software on the network.
The learner should not copy any software or data onto the network that infringes the law.
The learner should not copy, delete or modify any files, software or applications on the network.
The learner should not eat or drink near the computers.
Use of the Internet is for activities directly related to your course. It is **NOT** to be used for:

The creation or transmission of any offensive, obscene or indecent images, data or any other material capable of being resolved into obscene or indecent images or material.

The creation or transmission of material, which is designed or likely to cause annoyance, inconvenience or needless anxiety.

The creation or transmission of defamatory material.

The transmission of material such that it infringes the copyright of another person.

The transmission of unsolicited commercial or advertising material either to other User Organisations or to organisations connected to other networks.

The learner will be responsible for all data stored on his/her personal disks or on the network. This data will be deleted when the course is completed.

The learner must accept that all of the data, files or information stored on your personal disks or on the network can be remotely and locally viewed by the Centre staff.

The learner should accept that he/she can be monitored while working on the computers.

FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN RESTRICTIONS PLACED UPON YOUR USE OF INFORMATION TECHNOLOGY EQUIPMENT AND MAY LEAD TO YOUR REMOVAL FROM THE COURSE AND THE CENTRE.

By signing below you are accepting **ALL** of the above conditions.

Signed: _____ Date: _____

Stay Safe Online

It is important that you safeguard yourself when working online. The following should be applied:

- Use a password, one that is not easy to forget
- Never give your password to anyone else
- Never share personal details with people on line, they can use this for a variety of reasons including fraud and impersonation
- Never use any social media to advise anyone that you are not at home, this can lead to burglary or trespass

STUDENT GRIEVANCE PROCEDURE

ATN is committed to helping all students on all its programmes to take up any problems or grievances under the following Grievance Procedure and to make sure that:

- All grievances are recorded and investigated
- Every effort is taken to resolve all grievances at an early stage
- There is a clear procedure to deal with all grievances
- You are kept informed at every stage
- Your grievance will be dealt with in confidence
- You will be asked to fill in a simple form called: GRIEVANCE Record.

STAGES OF GRIEVANCES PROCEDURE

1. Discuss the issue with the person directly involved if possible
2. Discuss the issue with your tutor.
3. If you are not satisfied with the response you can make an appointment with the Centre Manager in order to discuss the issue. (We guarantee an appointment within four working days.)
4. If you are still not satisfied, you can get in touch with us via any of the following ways:

Email: sgill@adult-training.org.uk

Mail: Adult Training Network
Unit 3 Triangle Centre
Uxbridge Road
Southall
U13EJ

Telephone: 020 8574 0795 /020 8574 9588

Office hours: Monday – Friday 09:00 – 16:00



GRIEVANCE RECORD

NAME: **STUDENT NO:**

COURSE SUBJECT:

VENUE: **COURSE CODE:**

Nature of Grievance

Please provide a summary of the problems which you have experienced. If you wish to give a more detailed account this can be attached to the form and will be considered with the summary.

Signed: Date:

SUGGESTIONS FOR ACTION

Please suggest any action which you believe would help to resolve your grievance.

Please take your form to the ATN centre Manager

TIME – TABLE: 2022 - 2023

<p><u>SUBJECT:</u></p> <p><u>VENUE:</u></p> <p><u>TUTOR:</u></p>
--

DAYS	TIMES
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	OFF
SUNDAY	OFF



AT THE BEGINNING OF MY COURSE

I agree that:

My name is _____

I live at _____

My centre is _____

My centre's telephone number is _____

My tutor's name is _____

My classroom number is _____

I come to class on:

Monday	Morning	Afternoon	Evening
Tuesday	Morning	Afternoon	Evening
Wednesday	Morning	Afternoon	Evening
Thursday	Morning	Afternoon	Evening
Friday	Morning	Afternoon	Evening

My class starts at _____ am / pm

My class finishes at _____ am / pm

I will come for _____ hours for week

If I cannot come to class I will phone or send a message.

**Please contact Prajitha /Kamaljit for any other queries 020 8574 9588/
020 8574 0795**

Signature:

Date:



Your course has been funded by Richmond Upon Thames College (RUTC) and European Social Fund (ESF)

Steps to take in case of COVID 19 symptoms:

- Isolate learner/learners to agreed area
- Inform Head office and Manager
- Advise other learners of the situation and self-isolation measures and Test and Trace processes
- Issue guidance on contacting 111
- Dismiss the class
- All areas will be deep cleansed