



## IMPORTANT – STAY SAFE AT WYBOSTON

We are pleased to welcome you to the Training Centre, to help you keep safe, alert and ready to do your best during your stay; it is important your behaviour considers CLICKS:

**C**urfew – If you need to leave the Wyboston complex for any reason, you must be back on site by 11pm. We strongly suggest you return to your room by this time, so you can rest and prepare for your learning the next day.

**L**eaving the complex – you may wish to leave the Wyboston Lakes complex during your time with us. It is your responsibility to ensure that you return in good time for your training events. Be mindful of the risks when off-site including unfamiliar road layouts if driving, crossing the busy road outside of the main entrance and being alert to the environment when in social premises such as bars and restaurants – stay vigilant.

**I**n good company – we strongly encourage that any off-site activity, attending the gym, visiting on-site bars and restaurants are all done with the company of one or more of your peers. Not only will this encourage more group collaboration and relationship building outside of the classroom, but it will also help keep you safe.

**C**yber-sensible – Remember this training is part of your job, please ensure you do not do anything online here that you would not do while at work! Protect your personal information, set privacy settings you are comfortable with and keep social media posts polite and professional.

**K**eep an eye out – As part of Prevent duty\*, we aim to minimise all risks to your safety. This includes any possible threat from groups with extreme or radical views. If you are approached by any such group, or notice anything that would indicate their presence, please inform us on 07590 350711.

**S**omeone to talk to\*\* – The most important thing for us is that you feel safe, comfortable and confident while at Wyboston. If you feel unsafe or in need of help, at any time, please contact one of the following:

- Paul Templeton (Safeguarding Manager) – 07590 350711
- Venessa Cox (Learning Support and Welfare Manager) – 07860 953780

We run an Apprenticeship Drop-In Clinic every Wednesday, where we are available to answer questions. You also can make suggestions, provide compliments or make a complaint! One of our values is to be open and we are happy to hear from you.



Where – Training Centre Reception



When – Wednesday 11am – 1pm

\*Prevent – Firebrand have a legal duty ‘to have due regard to the need to prevent people from being drawn into terrorism’. This means we need to identify any ways in which views leading to terrorism can be communicated to our trainees, makes trainees aware how this could happen to them, and take appropriate action should we find this occurring.

\*\*Safeguarding – We have a legal duty to protect all learners with a particular focus on under 18’s and vulnerable adults. If you have any concerns in relation to the safety and welfare of yourself or others, please do not hesitate to inform the Training Centre or the named contacts in this document. If you experience any behaviour from staff or other delegates, you feel is inappropriate please contact [quality@firebrandtraining.com](mailto:quality@firebrandtraining.com)



During your stay at the Training Centre, we all have specific responsibilities to ensure you enjoy your experience and feel safe. Please take note of the responsibilities below:

You	The Willows	Firebrand Training
<ul style="list-style-type: none"> <li>➤ Being mindful of personal safety on/off site</li> <li>➤ Attending all sessions on time</li> <li>➤ Being respectful to your peers, our staff and hotel guests</li> <li>➤ Getting enough sleep, food, drink and exercise to maintain good wellbeing</li> <li>➤ Adhering to onsite rules regarding fire drills, evacuation procedures, smoking, conduct in communal areas inclusive of the bar and restaurant.</li> <li>➤ Not consuming any alcohol if under 18 and only consuming alcohol in moderation if over 18.</li> <li>➤ Refrain from purchasing alcohol for those under 18</li> <li>➤ Following the code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>➤ Providing food, drink and onsite facilities such as the games room and the bar area.</li> <li>➤ Maintaining your room inclusive of cleaning/clearing</li> <li>➤ Being a point of contact for any accommodation related queries</li> <li>➤ Being an emergency Point of contact after – Duty Manager is available overnight/Can call reception during the hours of 10pm – 8am</li> </ul>	<ul style="list-style-type: none"> <li>➤ Providing a point of contact for you when onsite</li> <li>➤ Providing access to refreshments and snacks within the training centre</li> <li>➤ Hosting a drop-in clinic during your stay</li> <li>➤ Ensuring you have an enjoyable and rewarding training experience</li> </ul>

**Firebrand have a zero tolerance on:**

- Alcohol consumption that is considered inappropriate and/or excessive
- Bullying, harassment and discrimination of peers, staff and/or guests
  - Misuse of substances

**Breach of this may result in your employer being notified.**