

# NATIONAL HORSERACING COLLEGE

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The National Horseracing College is a registered charity (no: 700405)

Committed to promoting Safeguarding, Equality, Diversity & Inclusion, Health & Safety and British Values



## **LEARNER CHECKLIST**

Have you returned your parent/guardian confirmation/permission form?

Have you got two padlocks?

Have you got sufficient money and your bank card?

Have you packed all your equipment including skull cap, jodpurs and riding boots?

Have you got your National Insurance Number?

Have you got an identification document such as your passport or driving licence?

Have you got your spectacles, if you use them?

Have you remembered four passport photographs?

Have you got £5 returnable deposit for your room key?

Have you remembered your qualification certificates and/or official confirmation slips?

Have you had a recent dental check-up?

Are you up to date with your tetanus vaccinations? (See section 11.3)

Have you got headphones (3.5mm jack plug) for riding on the gallops? Available from the NHC shop

Have you got your bedding including a duvet and pillowcase?

Have you got pyjamas, slippers, and dressing Gown?

Have you got sufficient supplies of any prescription medication you require?

**Please note** – if a learner has prescribed medication it must come in the original packaging and have the learner's name on it.

Have you got suitable attire for an educational visit?

Have you had any electrical equipment that you are bringing with you PAT tested?

## **CONTENTS**

### **Section**

- 1 Welcome to the National Horseracing College
- 2 Vision & Mission Statements
- 3 On your arrival
- 4 While you are here
- 5 Data protection
- 6 Course administration
- 7 Course clothing, equipment, and dress code
- 8 College facilities
- 9 Learner Representatives
- 10 Friends and Family Day
- 11 Graduation day
- 12 Security
- 13 Equine Training structure
- 14 Core Values
- 15 Learner – Roles and Responsibilities
- 16 Learner Code of Conduct
- 17 Discipline & Dismissal Policy
- 18 Top 10 attributes and definitions
- 19 Drugs and Alcohol Policy
- 20 Equality, Diversity & Inclusion
- 21 Safeguarding
- 22 Health & Safety
- 23 Welfare services
- 24 Useful telephone numbers
- 25 Help lines
- 26 Information, Advice and Guidance for careers in the equestrian industry
- 27 Information, Advice and Guidance for general careers

## **1 WELCOME TO THE NATIONAL HORSERACING COLLEGE**

Congratulations on being accepted for a course at the National Horseracing College. Please read this handbook which will help you to prepare for the course. You will have made your decision based on sound information, advice, and guidance from college staff.

We hope that you will enjoy your period of training at the College and that the knowledge and skills you obtain will assist you in your future career. If you need any help, please contact the Administration Office on 01302 861000.

### **If for any reason you are unable to attend your course, please inform us immediately.**

Please let us know within 10 working days of your confirmed start date. It helps greatly with accommodation arrangements if we are told of any cancellations, and we will then be able to offer your place to someone else.

## **2 OUR VISION STATEMENT**

*"Support Horse Racing as its sustainable, resilient responsive centre of training excellence in the north".*

### **OUR MISSION STATEMENT**

*"Deliver trained staff into horse racing".*

### **OUR ETHOS**

*"Working A team, exercise enthusiastic good leadership to nurture, inspire and motivate all learners to develop passion for horses and racing and the skills to work in the industry".*

## **3 ON YOUR ARRIVAL**

**You are asked to arrive at 11.00am on the Monday. If this is not possible, please call the administration office to discuss alternative arrangements on 01302 861000.**

A representative of the National Horseracing College will be in the reception area to welcome you. Room keys will be made available to you soon after arrival. A £5 returnable deposit will be required for room keys.

At 12.00pm to 12.30pm Parents/Guardians will be invited to a 30-minute presentation which will look at the content of the course you will be studying and other important information that parents have told us that they would like to know.

The shop will be open between 11.00am and 12.00pm should you wish to purchase any items.

There will be the general induction in the afternoon followed by the residential induction early evening and allocation of your uniform.

## **4 WHILE YOU ARE HERE**

The College welcomes all who wish to engage in learning. While you are attending the College you are welcome to use all of our facilities with permission.

If you have any difficulties or are unsure about anything at all, please make contact with an Instructor, the Training Manager, a Residential Supervisor or any member of staff. We are here to help.

## **5      DATA PROTECTION**

The College collects information on all of its learners for a number of reasons:

- To ensure that learner needs can be met wherever possible.
- To ensure that our qualification awarding body has the information needed to issue certificates.
- To allow the College to claim funding for the work it does.

Any information collected is stored on computer and processed in line with the General Data Protection Regulations. This means that your information will not be shared with anyone other than awarding or funding bodies.

If you have any concerns or queries about how your information is being processed, please contact the administration office.

## **6      COURSE ADMINISTRATION**

**It is important that you pay particular attention to this section.**

### **6.1      National Insurance Number and identification document:**

You **must** bring these with you.

We have to have a copy of an identification document to be able to enrol you on the course and to be able to claim for your certificates. A birth certificate, passport or driving licence is acceptable.

If your National Insurance Number has not been issued to you, or you have lost it, you must contact your local Benefits Agency Office as soon as possible. Failure to provide this number will jeopardise your placement in the racing industry.

### **6.2      Health Matters:**

All medical conditions such as recent illnesses, allergies, heart problems, epileptic fits etc, should be declared on your application form and parent/guardian confirmation/permission form.

It is very important that you include any medication that you are currently taking on the form so that we can pass this on to medical professionals in case of emergency.

Should you have had a serious injury or illness in the past, a specialist doctor's report may be requested to confirm that you are fit to undertake your training.

Learners requiring routine medical attention whilst at the College must contact the Senior Instructor, college counsellor, residential or administration staff and appointments will be made to see a doctor.

**Please note – We ask that all medication is handed in when you arrive at the college so that it can be recorded for administration and emergency purposes. Prescribed medication must be handed over in its original packaging, with the learner's name on it, for health and safety reasons.**

Learners should have up-to-date tetanus protection prior to starting the course. If they have been resident in the UK since birth, they should have had the following injections:

- Three doses of vaccine (tetanus/diphtheria/polio) at two, three and four months of age
- 4<sup>th</sup> dose, three years after the primary course - as part of the DTP-Polio 'pre-school booster'
- 5<sup>th</sup> dose, aged 13-18 years - the 'school leaver booster' (tetanus/diphtheria/polio)

The primary course of three injections gives good protection for a number of years. The fourth and fifth doses ('boosters') maintain protection. After the fifth dose, immunity remains for life, and you do not normally require any further boosters. We also recommend due to the nature of the course that you

are protected against Hepatitis B.

Learners should undergo a dental check-up with their own dentist prior to attending the course. There are only emergency dental facilities available via the College. Learners requiring non-emergency dental treatment during course time will have to see their own dentist.

### **6.3 Photographs:**

Please bring with you four recent passport photographs for our records and hand two to the administration staff on arrival. The other photos should be retained for your stable pass to allow access to racecourses once you are on placement. Please write your name on the back of each photograph.

Please have your photographs with you when you arrive at the college for registration (NOT packed in your luggage!)

### **6.4 Bank Arrangements:**

We will also need your bank details so please bring your Visa Debit Card, as we need to take these details upon arrival. The Purpose of this is if the learner was to buy anything onsite and failed to pay the college, we could then charge this against the bank details given. Furthermore, if their room is still in good condition at the end of the course, we can then return the £50 room deposit given. The nearest cash point is in the town of Bawtry or the Dome towards Doncaster which are both about 3 miles away.

### **6.5 Qualifications:**

It is important that learners bring their Records of Achievement, copies of certificates or official confirmation slips or any relevant qualifications. Some English and maths qualifications exempt you from certain parts of the course.

### **6.6 Bursaries:**

Learners who need some financial support to help them stay in education or training after 16 can apply for a bursary. Where the family income is low, they may be eligible for a bursary towards the residential fee for subsistence.

Learners who are 16-18 years old who have been granted a bursary toward the residential fee for subsistence are eligible for up to £200 for equipment or travel costs.

Those most vulnerable learners will be eligible for a bursary of £480 per course. This includes young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. This bursary can be used to help with costs of transport, food, equipment, wash tokens or other course-related costs.

Please ask for an application form if you believe you are eligible and want to apply for this funding.

### **6.7 Rider weight Policy:**

Prior to the course and receiving your acceptance letter you would have been selected for either one of our rider weight pathways, details of our policy can be found on our website.

- **11 stone dress to ride** – This is for beginners / non-riders, who have limited riding experience. This pathway is predominantly the most common route. You will be weighed on your first day and throughout your stay at the college.
- **12 stone dress to ride** – This is for riders who can't meet the 11stone dress to ride pathway but have an experienced riding background. This would have been identified at the interview stage, an assessment would have been conducted by Training Manager and Senior Instructor. You will be weighed on your first day and throughout your stay at the college.



## 7. **COURSE CLOTHING AND EQUIPMENT**

The following items of clothing and equipment will be required. Please mark all of your possessions to avoid any problems with ownership. Yard & riding clothing should be plain and dark in colour (Navy or Black). We recommend that learners wearing spectacles should either have plastic lenses or, alternatively, should wear contact lenses.

### 7.1 **Essential Riding Equipment:**

- Riding Boots - long or short but they must have a smooth sole and defined heel not the country boot style that are clunky as they are not safe for riding.
- Jodhpurs or Breeches - Navy, black, or brown.
- Yard boots - ideally ones that can be hosed clean.
- Sweatshirt - long sleeved Navy or black
- Waterproof clothing – Navy or black
- T-shirts/Polo shirts – Navy or black
- Goggles
- 3.5mm jack Sports Earphones (they clip over the ear). The NHC shop has them in stock



### 7.2 **Skull Cap and Safety Vest:**

**Skull Cap** -This **MUST** be to current standards PAS015:2011 and must **NOT** have a peak.

**Safety Vest / Body Protector** – During the Foundation Course you can utilise an NHC safety vest / body protector, alternatively if you have your own it must conform to the level 3 standard BS EN 13158: 2018 or CSN EN 131158: 2018.

### 7.3 **Suggested Personal Effects:**

- Pillows & cases, duvet & cover, blankets/sheets. If this causes a problem, please contact us in advance of your course.
- Toiletry bag, toiletries and towels
- Pyjamas and dressing gown
- P.E. Kit & trainers
- Boot cleaning polish and brushes
- Pocket money
- Smart appropriate clothes for attending visits/races

- £5 deposit for your room key
- Pen and paper
- Coat hangers
- Alarm clock (and batteries)
- Slippers and indoor shoes
- Males - snug fitting underwear for comfort whilst riding

There is very limited storage space in your room, we ask that you only bring **one suitcase** with you.

#### 7.4 College Uniform:

The following uniform will be issued to learners:

- 1 x Riding Jacket—Navy Blue
- 1 x Sweatshirt—Navy Blue
- 2 x T-Shirts—Navy Blue
- 1 x Polo Shirt – Navy blue
- 1 x NHC water bottle

Extra items of uniform can be purchased from the College Shop prior to the course starting or during the course itself. We also offer NHC gilets that can be purchased at the shop. Orders must be submitted to the College 14-days prior to the intake weekend; these will be available for collection on intake day. If you would like to label these items prior to arrival, they can be sent to you, but you will be charged postage and packing. Items of equestrian equipment can also be purchased / pre-ordered; again, these will be available for collection on intake day. Details of all the shop items and their prices can be found on the website.

#### 7.5 Dress Code – additional guidance:

##### 1 General:

Dress in a way that does not offend others; this includes wearing revealing clothing, such as low-cut tops, strappy tops with bare midriff or low-slung trousers and the display of offensive logos or slogans. Hooded tops must not be worn with the hood up in college and any form of headgear (this includes beanies, caps, hats, or scarves) must not be worn in classrooms or in the dining room unless for medical or religious reasons.

**Evening programme** – casual clothing such as jeans, tracksuit bottoms, t-shirts. No dressing gowns or night wear. Aprons must be worn for cooking sessions.

**Residential** – casual clothing. Shorts are allowed but they must not be so short that the cheeks of the bottom are exposed. Vest tops may be worn but they must not show cleavage or the midriff. Dressing gowns and/or night wear are not allowed in the dining area, rec room or smoking areas.

**Fitness** – trainers, sport tops or t-shirts but they must not show cleavage or the midriff. Track suit or training bottoms. Shorts are allowed but they must not be so short that the cheeks of the bottom are exposed.

**Graduation meal** – smart shirt and trousers, smart top, skirt, or dress at knee length. Dress shoes, heels no higher than 6cm.

**Graduation Day** – NHC uniform

##### 2 Yards:

Learners must always wear NHC uniform, they must not wear items that are not uniform over the top of uniform polo shirts. They must wear dark coloured Jodhpurs / breeches for riding (Navy or Black), they must not wear leggings, tracksuit bottoms or jeans. They must wear blue/black work trousers or black jeans for yard work (no blue denim jeans allowed). They do not have to wear uniform on Sundays. However, appropriate dress must be worn for example, no shorts, suitable footwear e.g. yard boots, riding boots or wellington boots.



### 3 Visits:

Always look professional, especially when representing the college at educational visits and races. Specifically:

- Clothing – modest, clean, and tidy
- Footwear – clean (polished where appropriate) and suitable for the activity
- Hair – long hair must be tied back, no unnatural hair colour such as orange, pink, blue, purple, or green. Dying hair at college is not acceptable.
- Tattoos – nothing judged offensive (graphics or words) to be visible.
- Makeup – only what is judged subtle is permitted.

**Educational yard visit** – Normally clean NHC uniform or smart trousers and sensible shoes. No trainers or blue jeans.

**Races** – Clean NHC uniform or suit, smart trousers, shirt and tie. Skirt or dress no shorter than knee length. Sensible shoes, heels no higher than 6cm. No trainers or blue jeans.

### 4 H&S:

Jewellery is not to be worn when working with horses, wrist watches are permitted. No visible piercings are allowed in sessions or on the yard (except a skin-coloured plug) this includes tongue piercings. Any piercings that cannot be removed have to be covered. Rubber wrist bands are not allowed. Long hair must be tied back.

**If a member of staff deems what you are wearing to be inappropriate you will be asked to get changed. Failure to do so may result in disciplinary action being taken against you.**

## 8 COLLEGE FACILITIES

### 8.1 Accommodation and Supervision:

The College benefits from comfortable residential building offering single and twin bedrooms. These are arranged in wings ensuring gender segregation. Single rooms are limited in number, and you should expect to share unless you have special medical needs.

All learner rooms are well equipped with a wardrobe incorporating a personal lockable drawer for your valuables (you will require a padlock for this drawer), a wash basin and a television. You are not allowed to bring your own television to the NHC.

Please note that smoking or vaping is not allowed anywhere within the residential and training centre buildings.

Learner wings are provided with toilets, bathrooms, and shower facilities. Cleaning services are provided although learners are expected to always keep their own bedrooms clean and tidy.

There is a launderette available for washing/drying of clothes and bed linen which require tokens for them to operate. Tokens are available for purchase from the residential staff and the price of the token includes the cost of detergent which is dispensed automatically.

There are also personal equipment lockers in the changing rooms for the storage of riding gear.

Whilst in residence, learners always have access to supervisors. The residential supervisors reside in a guest room located on the ground floor of the residential centre.

Cooking and cooking equipment are not allowed in learner bedrooms. This includes kettles.

Health & Safety checks take place each evening between 10pm and 10.30pm to ensure each learner is accounted for and in the correct room. Please ensure you wear suitable night ware as a member of staff will be entering your room.



## 8.2 Catering/Dining Facilities:

The College provides an early light breakfast, a cooked mid-morning breakfast, lunch, and an evening meal. A healthy varied menu is offered, and the College makes every effort to cater for vegetarians and learners with special dietary requirements. To help us to meet your needs, please ensure your special dietary requirements are noted on the relevant forms prior to attending the College. For example, anyone allergic to any allergens that our chefs may need to be aware of.



## 8.3 Post:

Learner mail arrives on a daily basis and will normally be handed out by a residential supervisor in the evening.

Outgoing mail should be handed to an instructor, College counsellor and or admin staff who will arrange posting.

#### **8.4 Tuck Shop:**

A selection of confectionary is available from the shop. This will normally be open in the evenings though times may vary and is run by the learner representatives.

#### **8.5 Recreation Room:**

The College has a recreation room where you can relax and enjoy the company of others. Facilities include pool, board games, books, SMART TV, DVD player and computers.



#### **8.6 Telephones:**

Emergency calls to learners can be made via the residential supervisor during evenings on 01302 861023 or 07852 982262, during the day we recommend calling admin on 01302 861000. Learner Mobile phones are not allowed on the yard or in any sessions / lessons unless unauthorised by an instructor.

### **9 LEARNER / STUDENT REPRESENTATIVES**

Learners are nominated, by their peers to be learner / student representatives. As a representative the learners play a key role in the induction of new learners, including welcoming them and their families to the college and answering questions.

To help new learners settle in during their first week the learner representatives will organise activities to help the new learners to get to know each other as well as introducing them to the other learners.

They will also show potential learners and families around the site during interview days and talk with families during NHC open mornings.

The learner representatives will also meet regularly with the Lead Residential Supervisor and can discuss any matters arising from the learner body.

### **10 FRIENDS & FAMILY DAY**

Friends and family of learners who are in Week 7 of their course are invited to come and see how their young people are progressing with their training and to meet with senior staff to discuss if they are on track.

### **11 GRADUATION DAY**

**You and your fellow learners will be invited to attend a special, final graduation dinner and are required to dress smartly.**



On the day of your departure, you will vacate your room and return your keys to the residential staff prior to graduation day. You and your parents/guardians are invited to attend the graduation ceremony where you will be presented with your certificates and any awards you have won. You will be free to leave the College premises after the graduation ceremony. You are responsible for your own travel arrangements from the College.

## **12      SECURITIES**

### **12.1    Personal Belongings:**

The College does not accept liability for learners' personal belongings if they are lost, damaged or stolen. You should ensure that your personal property is suitably marked and is kept as secure as possible while you are at the College. Cash should not be loaned to other learners at any time. You may wish to arrange your own insurance cover for any valuable items or money which will be kept in your room. Take care of your room and personal locker key and remember not to leave them lying about. **Keep your room door locked and windows secure whenever it is left unoccupied.**

### **12.2    Personal Security:**

The College has taken measures to ensure the personal security of its learners. Users of the College are required to co-operate in ensuring that its security measures are never compromised.

### **12.3    Booking In/Out:**

The College employs a booking in and out system for visitors to the College at Reception. Learners will book in and out with the residential staff or instructors under separate arrangements.

## **13      EQUINE TRAINING STRUCTURE**

Please note that all learners under the age of 18 are asked to provide a letter from their parent/guardian giving their permission for learners to train during irregular hours.



## **Weekends:**

All learners must work weekends.

All learners must work graduation / intake weekends during their course.

Each learner has 4 x weekends off during the course, starting Friday evening after your rooms have been deep cleaned. You are then allowed to be collected at 18.30 and you must return to college by 21.00 on Sunday night.

All learners work the 1<sup>st</sup> weekend, some might have to work the first two depending on which group they are in.

The course timetable is as follows:

### **Weekend OFF:**

Monday to Friday	07.00 - 13.00	14.00 - 17.30
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Learners on their weekend off will take leave from the College at approximately 18.30 hours on Friday, after their tea and room deep clean, returning by 21:00pm hours on the following Sunday evening.

### **Weekend ON:**

Monday to Friday	07.00 - 13.00	14.00 - 17.30
Saturday	07.00 - 11.30	15.00 - 17.00
Sunday	08.30 - 11:30	15.00 - 17.00

In addition to the above there is the evening programme Monday to Thursday normally 18.30 to 20.00.

The Level One Diploma Work Based Racehorse Care and Riding course programme is 12 weeks in duration and is structured as follows:

The first 2 weeks of the programme will include induction and initial assessment. At the end of this 2-week period learners who do not meet the necessary requirements of the programme may be asked to leave.

Upon successful completion of the Level 1 course, 6-week work placements are selected for learners normally in racing yards.

It is hoped that after the 6-week work placement learners will become employees for a racehorse trainer or other employer. Learners will progress onto a L2 Equine Groom Apprenticeship. On successful completion of this they can then progress on to the L3 Senior Equine Groom Apprenticeship.

## **Portfolio Development:**

Most of the qualifications you will be working towards whilst at the college and on an Apprenticeship require you to put forward a portfolio of evidence for assessment. You will submit all your work/evidence in an electronic form via eAssessor.

Text files, photographs and videos are all used to record your skills and knowledge for the qualifications. In addition, Career Information Advice and Guidance (IAG), other qualification information and worksheets are available on eAssessor.

## 14 **CORE VALUES**

As members of the National Horseracing College, we recognise certain core values that we agree should permeate all that we do. The College has a clear set of principles which are understood and adhered to by staff and learners.

### **We will:**

- **Put the learner first.**

We believe in encouraging our learners to achieve their full potential and thus realise their dreams. We provide flexible training in a friendly, supportive, and caring environment, which builds self-belief, confidence and develops trust. We believe that all our learners should achieve, enjoy, and benefit from their experience at the National Horseracing College and their success leads to the success of the college. We believe our learners have the right to be safe from harm, fear, and exploitation.

- **Deliver outstanding quality and innovation for the horseracing industry.**

We believe in improving the quality and flexibility of learning and the learner / customer experience. We believe we should lead by example, embracing change and striving for excellence. We are committed to delivering a high level of professionalism.

- **Celebrate and respect diversity.**

We believe in promoting positive attitudes to diversity whilst respecting and valuing the rights and beliefs of each other, regardless of race, age, gender, disability, sexual orientation, religion, belief, or position within the college. We actively promote the following British Values to learners: tolerance, respect, liberty, democracy, and the rule of the law. We believe we should be honest, open, fair, and equitable. We promote inclusiveness, fairness and focus on individual needs. We promote a culture of accountability from approachable and non-judgemental staff.

- **Empower staff to maximise their potential.**

We have dedicated, ambitious, enthusiastic staff and we believe that everyone who works in the college contributes to the goals of the college. We will support their development and value and celebrate their achievements and successes.

- **Provide an outstanding and responsive service to stakeholders, community, and the environment.**

We believe that the college should be the provider of choice for the stakeholders and communities we serve whilst actively promoting sustainability for the future. We foster a sense of pride in individual and collective achievement of both staff and learners.

We believe that learning should be challenging and enjoyable and that time spent at college should be a rewarding experience. Therefore, we are committed to a programme of enrichment for learners that involves a variety of events and opportunities.





## **15      LEARNER – ROLES and RESPONSIBILITIES**

**The reason I am here is to LEARN and GROW:**

I have 3 main aims:

1. Prepare for future jobs and careers.
2. Participate in the culture and community of Britain.
3. Get ready for adult life.

In order to achieve my aims:

### **1. I am constantly raising my personal standards and aspiring to achieve more.**

Examples of this include:

- Being dedicated and motivated.
- Having determination and being driven to do more than I normally would.
- Self-reflecting on my own level of progress.
- Have an attention to detail in all that I do.
- Using my initiative and being prepared to innovate.
- Asking for feedback.
- Getting myself an appropriate mentor or role model.
- Leading the way for others to follow.
- Avoiding poor performance through a lack of effort so that disciplinary action will not be taken.
- Having a go even when I am unsure, scared, or embarrassed.

### **2. I am always equipped and ready to learn.**

Examples of this include:

- Having a positive attitude.
- Being opening minded and willing to learn.
- Taking every opportunity to learn and improve by actively observing instructors and role models.
- Being on time and attending all lessons.
- Listening to instruction and feedback given by any member of the College's staff, then responding in a positive manner.

- Taking notes and keeping an up-to-date learning journal.
- Participating and completing tasks as requested.
- When in doubt, asking for help.
- Keeping kit clean and in good working order, wearing designated uniform.
- Teaching myself new and useful things.
- Leading my own growth and development.
- Never taking mobile phones on the yard or into classrooms.

### **3. I am respectful of others, the horses and myself (irrespective of our differences)**

Examples of this include:

- Being honest.
- Being a positive communicator with everyone I meet.
- Being polite and using good manners, no swearing or spitting.
- Refraining from intimidating or aggressive behaviour towards learners, staff or horses.
- Treating others, the way I want to be treated.
- Helping and supporting others.
- Respecting everyone else's right to learn and improve.
- Respecting college facilities, others' property, and belongings.
- Seeking to understand other peoples' feelings.
- Contributing positively to teamwork.
- Respecting and caring for the horses to a very high standard.
- Getting to know staff and employers.
- Always avoiding sexist/racist/homophobic/xenophobic and any other form of bigoted behaviour.
- Refrain from noisy and unruly behaviour, especially after 10.30pm.
- Dressing in a way that does not offend others.
- Not using social network sites inappropriately.
- Disposing of litter by using bins and recycling bins where possible.
- Leaving classrooms and accommodation including bedrooms, boot room, recreation room and dining room in the condition I wish to find them.
- Abstaining from public displays of affection.

### **4. I am responsible and taking control of my life.**

Examples of this include:

- Being accountable and taking responsibility.
- Accept the consequences of my actions.
- Not blaming others.
- Learning from my mistakes.
- Being passionate about something I value.
- Bringing concerns that might affect my development promptly to a member of staff so that appropriate support can be arranged.
- Observing health and safety rules.
- Being flexible and willing to change my approach when what I'm doing isn't working.
- Being proactive and working independently.
- Always looking professional and presentable, especially when representing the college at educational visits and races.
- Refraining from any conduct that constitutes a criminal offence (e.g., theft).

### **5. I am strengthening my mental, emotional and physical wellbeing.**

Examples of this include:

- Taking responsibility for my own wellbeing by eating health foods and drinking enough water.
- Seeking help and expert advice.
- Being resilient.
- Achieving the level of physical fitness required to perform at my best.
- Valuing myself.
- Improving my emotional intelligence and control.
- Avoiding smoking and e-cigarettes.
- Avoiding alcohol or drugs including legal highs.

- Avoiding energy drinks or taking any kind of caffeine tablets.

## **6. I am working hard and trying my best every day.**

Examples of this include:

- Taking action.
- Being focused on the outcomes I am here to achieve.
- Giving 100% effort.
- Not giving up.
- Applying what I've learnt.
- Taking pride in my work.
- I am an advocate for the college.
- Having realistic expectations about how long it takes to learn things, master skills and earn promotions.
- Disciplined repetition of required skills until they become unconscious habits.
- Completing work set outside lessons on time.

## **16 LEARNER CODE OF CONDUCT**

**As a learner at the NHC we aim to give you all the support and guidance you need to achieve success. The Code of Conduct is a guide to show you what we expect from learners at the College so that we can help you to achieve in a supportive, non-threatening environment and keep you safe.**

**These rules apply to all areas of College and all parts of the programme:**

- 5 Behave in a polite and courteous way that does not offend others. No swearing or abusive language at any time, this includes all areas of College. Sexist/racist behaviour and noisy/unruly/abusive behaviour or anti-social behaviour such as spitting will not be tolerated. Refrain from noisy and unruly behaviour at all times especially after 9.30pm.
- 6 Dress in a way that does not offend others; this includes wearing revealing clothing, such as low cut tops, strappy tops with bare midriff, shorts that reveal inner thigh or buttocks, low slung trousers and the display of offensive logos or slogans. Hooded tops must not be worn with the hood up anywhere on site and any form of headgear (this includes beanies, caps, hats or scarves) must not be worn in classrooms or in the dining room unless for medical or religious reasons. Please see the separate guidance of what is permitted.
- 7 Learners must wear designated uniform at all times, they must not wear items that are not uniform over the top of uniform polo shirts. They must wear dark coloured breeches for riding, they must not wear leggings, tracksuit bottoms or jeans. They must wear blue/black trousers or black jeans for yards work (no blue denim jeans allowed). Uniform must be worn during evening programme. They do not have to wear uniform on Sundays. However, appropriate dress must be worn for example; on the yard (suitable footwear), for fitness (trainers) and cooking (aprons).
- 8 Look professional at all times, especially when representing the college at educational visits and races. Specifically:
  - Clothing – modest, clean and tidy
  - Footwear – clean (polished where appropriate) and suitable for the activity
  - Hair – long hair must be tied back, no unnatural hair colour such as orange, pink, blue, purple or green. Dying hair at college is not acceptable
  - Tattoos –nothing judged offensive (graphics or words) to be visible
  - Makeup – only what is judged subtle is permitted
- 9 Treat everyone with respect and comply with the College's Equality and Diversity Policy. Any form of bullying or harassment will be treated seriously and may lead to dismissal from the College.

- 10 Follow the College's Health and Safety rules at all times. Correct PPE clothing e.g. skullcap, body protector and boots must be worn at all times when riding and/or working on the yards.
- 11 Jewellery is not to be worn when working with horses, wrist watches are permitted. No visible piercings are allowed in sessions or on the yard (except a skin coloured plug). Any piercings that cannot be removed have to be covered. Rubber wrist bands are not allowed. If jewellery is worn it will be confiscated for the remainder of the course.
- 12 Follow instruction given by any member of the College's staff.
- 13 Treat all College facilities, staff, other learners and their property with respect. Vandalism will not be tolerated. Any damages are to be paid for.
- 14 Do not enter any restricted or prohibited area, which includes entering opposite gender accommodation.
- 15 Do not install any unauthorised/illegal software on any of the College's computers. Do not use ICT inappropriately by accessing sites that go against College policies. Do not use social network sites, blogs, e-mail, SMS messages etc. that are deemed inappropriate against another learner, member of staff or the College, for example:
  - To harass or victimise
  - To make slanderous claims
  - To bring the College into disrepute
  - Or the use of foul / abusive language.
- 16 Smoking and e-cigarettes are prohibited in all areas of the College except in the designated smoking and e-cigarette areas. Tampering with extinguishers, smoke or fire alarms is strictly prohibited.
- 17 You must not possess, consume/use or deal in alcohol or drugs including legal highs at the College.
- 18 You must not possess or deal in dangerous weapons at College.
- 19 You must not possess or deal in obscene material at College.
- 20 You must refrain from any conduct which constitutes a criminal offence e.g. theft.
- 21 You must refrain from intimidating or aggressive behaviour towards learners, staff or horses. Violence/fighting will not be tolerated.
- 22 Harmful sexual behaviours will not be tolerated, this includes online.

**Sexual violence/abuse** could be any of the following: Unwanted rough or violent sexual activity, rape or attempted rape, refusing to use condoms or restricting someone's access to birth control, keeping someone from protecting themselves from sexually transmitted infections (STIs), sexual contact with someone who is very drunk, drugged, unconscious or otherwise unable to give a clear and informed yes or no, threatening or pressuring someone into unwanted sexual activity.

**Sexual harassment** is unwanted conduct of a sexual nature. This may include: Unwanted, unwelcomed physical contact, such as touching, bumping, grabbing/patting or pulling bra straps etc, sexually insulting remarks about race, gender, ability or class, bragging about sexual prowess for other to hear, intimidating hallway behaviour, which can include demeaning nicknames, homophobic name calling, cat calls, rating or embarrassing whistles, graffiti with names written visibly for others to see; common example is: 'for a good time, call....', being followed around by another peer / being stalked.

- 23 Prior approval must be sought for learners to bring a car to College. You must provide a copy of your driving licence, certificate of insurance and MOT. Car keys must be handed in to residential staff at the start of the course. Cars cannot be used during the week whilst at the NHC, they can only be used on weekends.
- 24 Drive safely on site.
- 25 Any learner who wishes to go home in another learner's car or to their home must get prior approval at least 24 hours before.
- 22 Get approval from a member of staff before inviting a friend or relative to College.
- 23 Mobile phones are not allowed on the yard or in classrooms – this includes the evening programme and functional skill sessions. Mobile phones will be confiscated if this rule is breached.
- 24 Do not take food or drink into classrooms (a water bottle is allowed).
- 25 You must not consume energy drinks containing caffeine or take any kind of caffeine tablets.
- 26 Do not use radios, MP3/CD players or wear earphones on the yard or in the classroom.
- 27 Dispose of litter responsibly by using bins and recycling bins where possible.
- 28 Be on time and attend all lessons – this includes the evening programme.
- 29 Absence must be notified as soon as possible in person. Agree with an instructor what you need to do to catch up if you have been absent.
- 30 Work hard at all times and complete work set outside lessons on time.
- 31 Comply with Awarding Body examination and assessment regulations. Make sure all work produced for your portfolio is your own work. Copying and/or cheating may lead to disciplinary action.
- 32 Repeated poor performance through a lack of effort may result in disciplinary action being taken.
- 33 Leave classrooms and accommodation including bedrooms, boot room, recreation room and dining room in the condition you would wish to find them.
- 33 Indoor shoes to be worn in the dining room and other indoor areas.
- 35 Sexual activity regardless of sexual orientation and public displays of affection will not be tolerated.
- 36 Permission must be obtained before entering the instructor's office or staff flat/office.

Any breach of the code of conduct may lead to disciplinary action being taken against a learner and dismissal from the College if the breach is sufficiently serious. Sanctions may be imposed where necessary. Please refer to the College's Discipline and Dismissal procedure.



## **17 DISCIPLINE AND DISMISSAL POLICY**

This policy, along with the discipline and dismissal procedures, is designed to assist staff in applying them fairly and consistently in line with NHC's Equality and Diversity Policy.

The policy and procedures are also designed to try to improve poor learner behaviour and/or performance, in an effort to help them achieve their potential, complete the course, gain qualifications and hopefully to help them secure employment.

Learners are expected to adhere to the 'Learner Code of Conduct' at all times. The Learner Code of Conduct is included in the Learner Guide. It is discussed in depth during the learner induction, it is displayed on learner notice boards and a copy is in the room information pack.

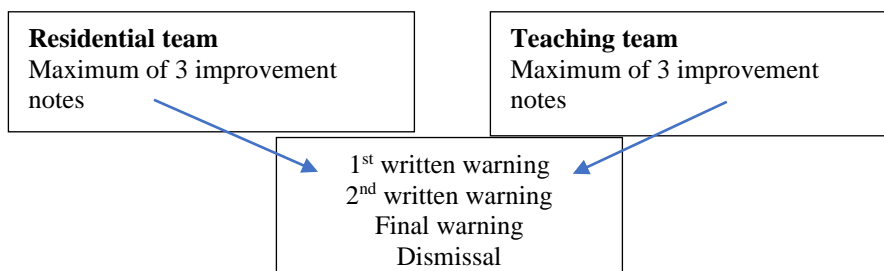
Learners are given adequate opportunity to explain and defend their actions. Learners may be accompanied by a parent/guardian or another member of staff at disciplinary meetings. The NHC will ensure that there is always a second member of staff present at all meetings.

In exceptional circumstances, suspension from the course for up to five days may be considered if deemed appropriate whilst a thorough investigation is carried out.

### **Improvement Notes**

Improvement notes are to be used initially, normally for less serious offences but where learners still need to be aware that their behaviour or performance is not acceptable, for example lateness, general swearing, poor attitude, not following instruction, refusing to ride, wearing jewellery, having a mobile phone when in a session or on the yard, consuming energy drinks, smoking e-cigarettes in a non-designated area or doesn't attend a session without prior authorisation.

A maximum of three improvement notes may be issued by the teaching team and a maximum of 3 improvement notes by the residential team, for the next offence a first written warning is to be issued.



### **Written Warnings**

If a learner has received three improvement notes or the offence is serious enough it may go straight to a written warning, for example if a learner swears at a member of staff, or uses intimidating behaviour.



Please note if a learner has for example a written warning from the residential team, an improvement note could still be issued from the teaching team if the offence only warranted an improvement note and the three improvement notes for this area hadn't been used up. If three had been issued by the teaching team it would then go to a second warning. So you can go back and use all their 'lives' providing the offence doesn't warrant dismissal.

Once all the improvement notes have been issued (a maximum of 3 from the residential team and three from the teaching team) a written warning is to be issued for the next offence whether this is from the residential or teaching team.

A maximum of two written warnings may be issued before going to a final warning. For all written warnings a Manager must be present.

### **Final Warning**

These are issued normally after the second written warning or if the offence is serious enough it may go straight to a final warning, for example for physically aggressive behaviour towards people or horses. After receiving a final warning a learner may be dismissed on their next offence, regardless of its severity. For all final warnings the Training Manager or the Operations Director must be present.

### **Dismissal**

If an offence is considered gross misconduct a learner may be instantly dismissed, for example for theft, consuming alcohol or drugs including legal highs, violence/fighting where physical contact is made, in opposite gender rooms. You are also at risk of dismissal if found on different gender landings. Also, further offences committed after a final warning could lead to dismissal. The OD is to be informed and they must liaise with the CEO prior to any dismissal. For all dismissals a Manager must be present.

### **Sanctions for improvement notes**

Sanctions should be issued with improvement notes and are at the discretion of the member of staff conducting the disciplinary. The purpose is to try to improve the learner's behaviour or performance. They should be appropriate to the learner and the offence. Please see below a list of sanctions which may be used, however the list is not exhaustive:

#### **Issued predominately by the teaching team:**

- Car/tractor cleaning
- Window cleaning
- Muck picking
- Ragwort picking
- Litter picking
- Grounded over the weekend
- Missing riding
- Riding with juniors / or in the school
- Weeding
- Stone picking
- Cleaning water troughs
- Cleaning lead bridles
- Feeding with seniors
- Sweeping the drive

#### **Issued predominately by residential team:**

- Deep clean the recreation room
- Deep clean the boot room
- Deep clean the entrance to accommodation and stairs
- Cleaning dining room tables and sweep/mop floor after super
- No takeaways on Saturday evenings

### **Sanctions for written warnings**

Learners may receive the following sanctions for written warnings:

1<sup>st</sup> warning – grounded on their weekend off – Saturday to be worked

2<sup>nd</sup> warning – grounded on their weekend off – Saturday to be worked

3<sup>rd</sup> warning – grounded on their weekend off – whole weekend to be worked

At the discretion of an instructor they may miss riding or feed at 6.30am all week.

### **Interventions**

All learners who receive a written warning will start interventions with normally the College Counsellor or another a member of staff. The frequency of these will be determined by the Senior Instructor.

### **Informing Parents/Guardians**

Informing parents or guardians is the responsibility of the College Counsellor, Senior Instructor or Training Manager. We feel it is important to keep the parents or guardians informed of any written warnings. This gives them the opportunity to talk to and support the learner through the process which is important for the learner's development. This becomes even more important when a learner is dismissed, if they have been kept informed throughout the whole process they then generally understand why it has gone this far.

### **Returners to the college**

If a learner is successful in being allowed to return to the college after they have been dismissed, they will not have the luxury of improvement notes and will go straight onto warnings should the need arise. For those learners returning to the college after injury or illness they will carry forward any improvement notes and/or warning that they received from their previous course.

### **Appeals, grievance and complaints**

All learners have the right to make an appeal against a disciplinary or assessment decision. An appeal against a disciplinary decision should be logged as soon as possible but within 48 hours of the disciplinary decision. An appeal against an assessment decision should be logged within 7 days of receiving the assessment decision.

Learners also have the right to put in a grievance or complaint about a member of staff or any service provided by the NHC. These procedures are discussed at the learner induction and are displayed on learner notice boards.

Grievances and complaints will be reviewed and analysed regularly to identify any trends to ensure appropriate action is taken.

## **18     Top 10 attributes and definitions**

After completing a survey with employers (racehorse trainers), our trustees and NHC staff the following were the top 10 attributes that they look for in a member of staff:

**Respect:** The ability and willingness to value the opinions and contributions made by others and yourself.

**Integrity:** Always doing and saying the right thing, with honesty, for the right reasons.

**Good listener:** Someone who gives their full attention and tries to understand.

**Positive attitude:** A constructive, optimistic, willing individual who is a source of energy.

**Team Player:** A person who willingly works in cooperation with others, a team player will help others when the need arises, be supportive and carries out any task given in equal measure to the rest of their colleagues.

**Punctuality:** A person who is always on time and where they are supposed to be at the precise time they are meant to be there. Being punctual is someone who achieves goals and targets set on time and is aware that timing is important.

**Accountability:** Being response-able for your actions and decisions, regardless of the circumstances. Reflecting on how you might respond differently next time, where appropriate, rather than blaming an

undesirable outcome on external factors.

**Enthusiasm:** Approaching your role and tasks within it, with positive energy and high levels of interest and motivation.

**Flexibility:** Flexibility within working arrangements to ensure that the needs of the business, colleagues and the individual are met whilst maintaining a work/life balance.

**Hard working:** Working hours are used effectively to achieve the maximum output for the hours worked.

## **19      DRUG AND ALCOHOL POLICY**

### **Introduction:**

The College believes that it is in everyone's interest to have a safe working environment. The misuse and abuse of drugs, alcohol and other substances can affect health, attendance, performance, and relationships at work, as well as the safety and welfare of people and horses. During the Life Skills Programme sessions are delivered to help learners make informed decisions.

This policy aims to:

- eliminate the use of drugs, alcohol and other substances, and the misuse of legal drugs in the learning environment.
- encourage individuals with substance misuse and other addiction problems to seek help.
- set out the rules and disciplinary procedures on drug, alcohol, and substance misuse in the learning environment.
- seek to ensure that learners are aware of the addiction support options available to them, and where to obtain further advice and assistance.
- ensure all learners are aware of the law relating to the supply and use of drugs.
- ensure all learners are aware of the College's Health and Safety Policy.

The College provides training for its managers and staff to enable them to identify learners who are affected by addiction issues and encourage them to seek help and treatment. If it is deemed a criminal offence, it will be referred to the police.

### **Regulations:**

The policy is that the learning environment within the College should be free from the influence of drugs, alcohol, or other substances. For those reasons, the following rules will be enforced by the College:

- No learner shall report, or try to report, for learning when unfit due to drugs (whether illegal or not), alcohol or substance misuse, nor be in possession of illegal drugs in the learning environment.
- No learner shall consume illegal drugs, alcohol, or misuse other substances whilst at the NHC. This will include learners over the age of 18 years.
- The possession, use of, or dealing in illegal substances is an issue of gross misconduct and will result in the learners being dismissed from the College.
- Any breach of these rules is a serious matter and in the event of a breach, the College will inform parents, take disciplinary action, which will include dismissal.
- The police will also be contacted if there is any contravention of legislation.
- Whether any learner is fit for work is a matter for the reasonable opinion of a member of NHC's staff. Members of staff who suspect learners have possession of, or are under the

influence of, alcohol are to bring the matter to the attention of management and appropriate tests will be conducted.

- Searches will be carried out.
- Learners requiring professional help and guidance will be signposted to a local or national organisation, details of which are in the Learner Guide and posted on college notice boards.

### **Prescription Drugs and over the counter medication:**

Learners who take prescription drugs should discuss their effects with their doctor and not work if unfit to do so. Learners should advise Residential Supervisors and an Instructor if they are bringing prescription drugs into work premises and/or when taking prescription drugs.

All prescription drugs and over the counter medication must be stored in the Medical Cupboard. All medication is administered by NHC staff. **Please note** – all prescribed medication must come in the original packaging and have your name on it.

### **Disciplinary Action:**

Where it is suspected a learner may have breached the rules, breath tests, saliva tests and room search with sniffer dogs will be conducted.

Where a learner breaches the rules stated above, that breach will be dealt with under the College's disciplinary procedure.

However, the disciplinary procedure may be suspended for a reasonable period pending investigation into whether the learner has a health or addiction problem and, if so, if they wish to address the problem through appropriate support and treatment options.

Whether the disciplinary procedure is suspended will be the Manager's decision and will depend upon:

- the nature of the learner's alleged offence.
- the evidence that the learner has a health related or addiction problem.
- the learner's willingness to seek support and treatment.

Learners who decide not to engage with appropriate support and treatment options, or who discontinue support and treatment before its satisfactory completion, will be subject to the normal disciplinary procedure. The College will follow the procedures required for a lawful dismissal and to seek advice if uncertain.

### **Sharps Box:**

A sharps box is provided and is situated in the veterinary cupboard in the Instructors' Office.

### **Help and Support:**

The College will endeavour to make available or signpost advice and specialist help to any learner who feels they have a problem with alcohol, drug and substance misuse. Learners who feel they have a problem are encouraged to seek assistance through the College Counsellor or one of the specialist organisations listed below.

If a learner has concerns about a colleague that he or she believes may be misusing drugs, alcohol or substances, the learner is expected to notify a member of NHC staff. However, if a false accusation is made in bad faith, the learner may be subject to appropriate disciplinary action.

If a learner has any overall concerns regarding drug misuse either to themselves or a colleague, they should seek support from a member of staff.

### **Dealing with alcohol and drug related incidents:**

If the incident involves a learner the nominated points of contact would be the Training Manager and the College Counsellor.

## 20 **EQUALITY, DIVERSITY & INCLUSION**

The NHC is fully committed to all aspects of Equality, Diversity, and Inclusion as they relate to and impact upon all stakeholders. As a college we recognise that diversity is a positive attribute and force which brings a multitude of benefits. By placing Equality, Diversity, and Inclusion at the heart of our organisation, we will, as a result, embrace and reflect all the many aspects of our diverse workforce and learner population. The aim of this policy is to support that intention by providing a framework for continuous improvement and to ensure we work together towards achieving equality for all. The NHC is committed to ensuring that all forms of prejudice and unfair discrimination are unacceptable and challenged. Training and awareness raising of these standards will be ongoing.

The purpose of the Equality, Diversity, and Inclusion (EDI) Policy is to demonstrate the College's commitment to the Public Sector Equality Duty, mandated by the Equality Act 2010. It also demonstrates the NHC's commitment to ensuring all learners, staff and stakeholders are treated equally and that diversity is valued across the college.

Please see the full Policy on our website.

## 21 **SAFEGUARDING**

The College takes its responsibilities on safeguarding children and vulnerable young adults very seriously. All staff with access to learners must undergo disclosure procedures with the Disclosure Barring Checks (DBS - Police check) together with child protection awareness training. The College also operates strict procedures in relation to child protection and allegations of abuse.

### **Safeguarding - Organisation Position Statement:**

**The National Horseracing College** believes that it is **never** acceptable for a learner to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all learners by commitment to practice that protects them and to deal with any transgressions immediately and openly.

NHC recognises that:

- The welfare of the learner is paramount.
- All learners have the right to equal protection from all types of harm or abuse, including radicalisation and extremism.
- Working in partnership with learners and with other agencies is essential in promoting the following British Values to learners: tolerance, respect, liberty, democracy, the rule of the law and a safe learning environment.

NHC's commitment is formalised further in its Safeguarding Policy document.

The purpose of the policy and its associated documents is to:

- Provide protection for all learners at NHC.
- Provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect any learner, on site or in a workplace, may be experiencing, or be at risk of, abuse or behaviour leading to harm.

The principle and practices espoused by the College apply to everyone including Trustees, staff on site or staff working remotely to learners and to anyone working on behalf of or visiting the NHC.

We will seek to safeguard all learners by:

- Valuing them, listening to them, and respecting them.
- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff in line with our recruitment policy, which includes safeguarding considerations.
- Sharing information about concerns with agencies that need it and involving learners and their parents/carers appropriately.

## **22      HEALTH AND SAFETY POLICY STATEMENT**

### **The National Horseracing College will:**

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging employees to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communicate and consult with our employees on all issues affecting their health and safety and, in doing so, bring this policy to their attention.

Provide adequate training for our employees to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

Carry out and review regularly risk assessments to identify hazards and existing control measures. We will prioritise, plan, and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises and work equipment to a standard that ensures that risks are managed effectively.

Ensure that responsibilities for Health and Safety are allocated, understood, monitored, and fulfilled.

Retain access to competent advice and assistance through the support of Croner, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

Co-operate with other organisations to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities and that we comply with the relevant requirements of legislation.

It is the duty of all of us when at work:

- To take reasonable care of our own safety.
- To take reasonable care of the safety of others who may be affected by what we do or fail to do.
- To co-operate so that we can all comply with our legal duties.
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

### **22.1      Accidents:**

The College can accept no liability for any personal accident to a learner, member of his/her family or the public on college premises.



Parents/guardians are advised to take out additional personal accident insurance.

## **22.2 Electrical Equipment:**

Learners and visitors should be aware that if damage occurs to college premises/equipment through a faulty electrical appliance which they have brought with them, the College may claim compensation. Please be sure that your personal electrical equipment is in good working order and complies with current safety regulations. We recommend that all electrical equipment that you bring with you is PAT tested.

**Personal electrical equipment includes items such as phone & phone chargers, hairdryer, straighteners, alarm clock, electric toothbrush, electric shaver and laptops.**

**Items not allowed are TV's, mini fridges, blenders etc.** No coffee machines, irons, kettles, toasters, gaming consoles e.g. xbox, play station wii, intendo (hand held e.g. Gameboy are allowed) DVD players (portable player allowed) waxing machine, electric blanket, foot spa, plug adaptors including extension leads or speakers e.g. boom box.

Please ask if you have anything you would like to bring and you are not sure.

## **22.3 Faults and Repairs:**

Any faults that you find (i.e., faulty lights, bulbs locks etc) should be reported to the residential supervisor or your instructor.

## **22.4 First Aid:**

First aid can be obtained from any department within the College. You should approach any member of staff who, if they are not qualified, will ensure you are attended by a qualified first aider.

## **22.5 Emergency Arrangements:**

In case of an emergency, learners can use any College telephone. In case of fire or if you need the police, ambulance or other emergency service, call 999/112.

## **22.6 Smoking:**

The College has a no smoking policy to protect employees, learners, and the public from the harmful effects of second-hand smoke. Smoking will only be allowed in the designated smoking area, which will be made known to you on your arrival. Failure to comply with the policy will lead to disciplinary procedures being undertaken.

## **22.7 Fire Precautions:**

During your induction you will be given instruction on what action to take if you discover a fire or hear the fire alarm. Fire procedure notices are posted at all fire points throughout the College buildings.

If you discover a fire, **DO NOT ATTEMPT TO FIGHT IT YOURSELF**. Raise the alarm by breaking a glass fire alarm call point, shout FIRE and telephone for the emergency services. Get out, stay out, **DO NOT** go back for your belongings.

## **22.8 Learner Supervision:**

During the daytime learners will be under the supervision of the Training Manager and Instructors. Out of College hours the residential staff are responsible for all learners. Parents will be asked to complete a "permissions" form allowing learners to leave site in their free time and to attend off-site College-

organised activities.

### **22.9 Cooking Equipment:**

Microwave ovens and any other form of cooking equipment (this includes kettles) are not allowed in learners' bedrooms.

### **22.10 College Site Speed Limits and Car Parking:**

Learners must be aware and comply with current speed limits on the College site. Parking for learners is in the College main car park. Learners must hand their car keys into a residential supervisor when it is not in use and must not give lifts to other learners.

## **23 WELFARE SERVICES**

### **Counselling:**

At the college we have a qualified counsellor who is a member of the British Association for Counselling and Psychotherapy (BACP) who works within their ethical framework.

The counsellor has experience of working with young people and adults and recognises that few of us are able to work well when we are stressed or unhappy. Experience says that young people find counselling useful and if they are able to receive emotional support from a qualified professional, they will have a greater opportunity to fulfil their potential. It is the counsellor's role to support the young person through what is troubling them, by offering them regular space and time to talk. It allows the young person to explore their thoughts and feelings. What is spoken will depend on the individual, but common themes are stress, relationships, change, loss and distressing traumatic events.

An essential part of counselling is confidentiality. This enables the young person to open up and share feelings without fear of blame or reprisals. It is also a time when it is acceptable to talk about concerns without of being discussed elsewhere. This includes not discussing the work with parents, unless the young person requests or gives consent for this. Although the contents of the sessions will be confidential the counsellor retains the right to breach confidentiality in some specific circumstances:

- The young person requests, and feels that it is within their best interests, that certain information be passed on.
- For the purpose of counselling supervision, which is a regular meeting, to ensure that the counsellor is working in a safe and effective manner – Identity will not be disclosed.
- Circumstances where the counsellor feels there is sufficient grounds to believe that the young person is suffering or likely to suffer or inflict significant harm.
- An act of Terrorism, money laundering or any other serious criminal offence.

### **23.1 Drug Awareness:**

If you require advice or information about drug services are available at the following local agency:

Doncaster Drug & Alcohol Services (DDAS)  
Rosslyn House  
37 Thorne Road  
Doncaster  
Tel: 01302 730956

Leaflets on drug awareness can be obtained from the College's residential supervisors and from the above agency, doctors' surgeries and local libraries or hospitals.

## 23.2 Alcohol Abuse:

Should you require help or advice the following contacts are available to you:

Alcohol Counselling Service	01302 368705	
Aspire Drug and Alcohol Service	01302 730956	<a href="http://www.aspire.community">www.aspire.community</a>
Alcoholics Anonymous	0800 9177650	<a href="mailto:help@aamail.org">help@aamail.org</a>
Drink Aware	0300 1231110	<a href="http://www.drinkaware.co.uk">www.drinkaware.co.uk</a>
Adult Children of Alcoholics & Dysfunctional Families		
<a href="mailto:info@adultchildrenofalcoholics.co.uk">info@adultchildrenofalcoholics.co.uk</a> / <a href="http://www.adultchildrenofalcoholics.co.uk">www.adultchildrenofalcoholics.co.uk</a>		

## 23.3 Religious Worship:

Should you wish to attend a local place of worship please discuss this with your residential supervisor who will arrange for you to attend a place appropriate to your faith and belief.

The racing industry has its own chaplain, the Reverend Simon Bailey. We also have visits from Archdeacon of Doncaster Steve Wilcockson. A meeting with him can be arranged through your residential supervisor.

## 24 USEFUL TELEPHONE NUMBERS

National Horseracing College	01302 861000
Stephen Padgett (Chief Executive)	01302 861000
NHC Instructors	01302 861026
Residential Supervisors	01302 861023
Residential Supervisors (Mobile)	07852 982262
Citizens Advice Bureau	0808 278 7955 / 0344 499 4137
Doncaster Royal Infirmary	01302 366666
Traveline (Bus, train & tram)	01709 515151
National Association of Stable Staff	01638 663411
National Rail Enquiries	08457 484950

## 25 HELPLINES

Positively UK (HIV advice)	0207 7130444	<a href="http://www.positivelyuk.org">www.positivelyuk.org</a>
National Pregnancy Advisory Service	0345 7304030	<a href="http://www.bpas.org">www.bpas.org</a>
Childline	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Crime stoppers	0800 555111	
Cruse Bereavement Care	01302 814647	<a href="http://www.cruse.org.uk">www.cruse.org.uk</a>
Debt Helpline	0808 808 4000	<a href="http://www.nationaldebtline.org">www.nationaldebtline.org</a>
Disabled Information Advice Line (DAL)	01302 327800	<a href="http://www.dialuk.info">www.dialuk.info</a>
Domestic Violence (Doncaster Women's Aid)	01302326411	<a href="http://www.phoenixwomensaid.org.uk">www.phoenixwomensaid.org.uk</a>
Domestic Abuse Helpline	0808 2000 247	<a href="http://www.nationaldahelpline.org.uk">www.nationaldahelpline.org.uk</a>
Doncaster Health Authority	01302 738993	
Doncaster Pathway (HIV and AIDS)	01302 327445	
Gamblers Anonymous	08700 508880	<a href="http://www.gamblersanonymous.org.uk">www.gamblersanonymous.org.uk</a>
Frank	0300 1236600	<a href="http://www.talktofrank.com">www.talktofrank.com</a>
NHS Smoking Helpline	0300 1231044	<a href="http://www.yorkshiresmokefree.nhs.uk">www.yorkshiresmokefree.nhs.uk</a>
NHS Direct (24hour Medical Advise)	111	
Sexual Health & Contraception	01302 272165	<a href="http://www.sexualhealthservices4doncaster.co.uk">www.sexualhealthservices4doncaster.co.uk</a>
Samaritans	116 123	<a href="http://www.samaritans.org">www.samaritans.org</a>
Taxi - 24-hour service	01302 820282 / 01302 323333	

## **26      CAREERS INFORMATION, ADVICE AND GUIDANCE WITHIN THE EQUESTRIAN INDUSTRY**

The websites below will help you find alternative training or employment within the equestrian industry:

[www.careersinracing.com](http://www.careersinracing.com)  
[www.nationalstud.co.uk](http://www.nationalstud.co.uk)  
[www.equine-world.co.uk](http://www.equine-world.co.uk)  
[www.careergrooms.com](http://www.careergrooms.com)  
[www.yardandgroom.co.uk](http://www.yardandgroom.co.uk)  
[www.equinestaff.co.uk](http://www.equinestaff.co.uk)  
[www.horseandhound.co.uk](http://www.horseandhound.co.uk)  
[www.landex.org.uk](http://www.landex.org.uk)  
[www.abrs-info.org](http://www.abrs-info.org)  
[www.bhs.org.uk](http://www.bhs.org.uk)  
[www.bishopburton.ac.uk](http://www.bishopburton.ac.uk)  
[www.warwickshire.ac.uk](http://www.warwickshire.ac.uk)  
[www.hartpury.ac.uk](http://www.hartpury.ac.uk)

## **27      GENERAL CAREERS INFORMATION, ADVICE AND GUIDANCE**

The websites below will help you find alternative training or employment:

[www.direct.gov.uk/nationalcareersservice](http://www.direct.gov.uk/nationalcareersservice)  
[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)  
[www.volunteering.org.uk](http://www.volunteering.org.uk)  
[www.rec.uk.com](http://www.rec.uk.com)