



GREEN LABYRINTH LEARNER INDUCTION

2025-2026

This pack contains the most important sections of the policies that you need to understand, read and agree to. If you would like to see the full version, please ask your teacher.

By signing Our Charter, you are signing to say you understand and agree to follow the expectations of each policy and what happens if the policy is not followed.

If you have any questions, please ask a member of staff.

LEARNER NAME: _____

Page Number	Heading	Completed
Page 2	Safeguarding Policy Information	<input type="radio"/>
Page 3-4	Behaviour Policy Information	<input type="radio"/>
Page 5	Attendance Policy Information	<input type="radio"/>
Page 6	Our Charter	<input type="radio"/>
Page 7	Fire Evacuation Agreement CCTV Agreement	<input type="radio"/>
Page 8	Mobile Phone Agreement Consent to Photography	<input type="radio"/>
Page 9	Data Processing & Privacy Notice Statement & Agreement	<input type="radio"/>
Page 10	IT User Agreement	<input type="radio"/>

These are some key sections or summaries of the policies you need to understand, agree to and follow as a Green Labyrinth learner. Ask any questions during your induction as your signature on this document means you understand everything and agree to it.

SAFEGUARDING POLICY

Green Labyrinth has an expectation that **all staff** have a responsibility to safeguard and promote the welfare of children by:

- The provision of a safe environment in which children and young people can learn
- Reporting any concerns about a child's welfare, to a member of the Green Labyrinth Safeguarding Team, or in an emergency to the Police or Multi Agency Safeguarding Hub - MASH (or equivalent)
- Supporting social workers and other agencies following any referral
- Fulfilling our statutory responsibilities to identify children who may need early help at any point of their life
- Working to protect children from maltreatment, to prevent the impairment of children's mental and physical health or development
- Always taking appropriate action to enable all children to have the best outcomes

This Safeguarding policy will contribute to supporting the learners at Green Labyrinth by:

- Identifying and protecting the most vulnerable
- Taking a contextual safeguarding approach to understanding the risks presenting to children outside the family home, taking into consideration extra familial harm
- Taking seriously the risks presented to children by children, with particular vigilance for child-on-child sexual harassment and sexual violence
- Assessing individual needs where possible
- Designing plans to meet those needs.

As a learner, you are responsible for:

- **Behaving in a safe way**
- **Wearing your lanyard at all times when at college**
- **Not allowing people you do not know into the building**
- **Reporting any concerns or suspicions to a member of staff**

Contact Name	Contact Details
Designated Safeguarding Lead (DSL):	ttuffin@greenlabyrinth.co.uk
Deputy Designated Safeguarding Leads (DDSL):	lhall@greenlabyrinth.co.uk
Safeguarding Officer:	eknock@greenlabyrinth.co.uk

BEHAVIOUR POLICY

SECTION 4: THE 3 Rs

4.1 Behaviour is fundamental to creating a positive learning environment. Green Labyrinth places great emphasis on the following 3 core principles for all learners and staff:

- Readiness
- Responsibility
- Respect

4.2 Learning will thrive in an environment where learners are ready to learn and behave responsibly and respectfully. Alternatively, if there is a lack of readiness, responsibility and respect, there will be an impact on learning.

4.3 Readiness

Readiness refers to being prepared for learning. Green Labyrinth expects all of its learners to arrive on time, approach their learning with a positive attitude, engage fully with lesson content, ask for help and support if required, work collaboratively, make full use of their lesson time, respect break and lunch times and spaces and be fully equipped for their programmes. Green Labyrinth is able to provide equipment for learning if required.

As part of the 3Rs, **learners agree to not use their phone for personal use during lessons**. It is to be off or on silent and in their bag. Teachers may allow use of phones **to support learning only**. Learners will be given an M3 as part of the Mediation Process if they use their phone without specific instruction.

Green Labyrinth will not be responsible for the learner's phone and learners will sign an agreement to accept sole responsibility for their phone on site and to use it responsibly. Please see Appendix One.

Relevant policies for Readiness are: Learner Attendance & Plagiarism.

4.4 Responsibility

Responsibility refers to being responsible for learning, wellbeing and safety. Learners are expected to use the building, equipment and resources safely and within set guidelines. Learners are to understand and know the safeguarding procedures and what to do in the case of an emergency. They are expected to be responsible for their own conduct and understand the rewards and mediation processes.

Relevant policies for Responsibility are: Safeguarding & PREVENT, Fire Evacuation, Learner Behaviour, Assessment, Plagiarism and E-Safety.

4.4 Respect

Respect refers to the compassionate treatment of others, equipment and the environment. Learners are expected to uphold British Values and respect difference in others. The building, equipment and resources are to be used correctly, shared and kept tidy. Patience, appropriate communication and kindness are encouraged as part of Respect. Learners are also expected to respect visitors to the building and **not use reception as common area during free lessons, breaks and lunch times**. The Rec Room and learner kitchens are for use during these times. Ms will be issued for learners continuing to stay in the reception area after being asked to leave.

Relevant policies for Respect are: Learner Equality & Diversity, Learner Behaviour

4.5 Our Charter

Learners must sign Our Charter and agree to upholding the 3 Rs. This charter forms the basis of our rewards and sanctions processes. A learner's induction will cover the main policies and sign Our Charter.

SECTION 5: REWARD SYSTEM

Green Labyrinth staff will always look to recognise and reward the 3Rs. This may be through:

- Positive verbal comments/praise
- Awarding of raffle tickets
- End of term and year awards and prizes; Individual and House
- Certificates and prizes for good attendance
- These rewards are for learners to earn, not lose

SECTION 6: MEDIATION PROCESS

6.1 All staff and learners will be aware of Green Labyrinth's mediation process. It forms part of staff and learner inductions, and it is displayed in every classroom. When a learner does not follow Our Charter and prevents learning, essentially breaching Our Charter, staff will follow the Mediation Process to give the learner a chance to redeem themselves.

Your tutor will show you the Mediation Process and explain it in detail.

8.5 Prohibited Items

Any case of prohibited Items or substance use on the premises will result in immediate suspension and an investigation by the Head will be conducted prior to continuing lessons.

In cases where illegal items are brought on site, intel will be shared with relevant organisations, such as the police. In some instances, the police may be called to attend Milton Road.

Prohibited items are:

- Energy Drinks
- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items (from an external source or a fellow learner)
- Fireworks
- Pornographic images
- Extremist materials
- Legal Highs
- Drug related paraphernalia
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

ATTENDANCE POLICY

SECTION 4: EXPECTATIONS

4.1 Learners are expected to achieve 100% attendance.

4.2 Regular and consistent attendance at Green Labyrinth is essential for learner success and achievement.

4.3 Each case of learner absenteeism will be treated individually as there may be a wide range of issues impacting on attendance.

4.4 All staff and learners understand the attendance expectations and procedure in this policy.

4.5 Green Labyrinth understands that there are valid reasons for learner absence, such as illness, bereavement or medical appointments. Learners are to inform the college of any known absences.

SECTION 5: PROCEDURE

5.1 Learners

- Learners report any absence to Green Labyrinth by phone, text or email. The email is spadmin@greenlabyrinth.co.uk, or you can call on 01793 236245 or text 07886 258319.
- Learners should inform their tutor or a member of the admin team if they know of any period of absence in advance.
- Absences on grounds of ill health which are greater than 7 days will require a medical certificate. These arrangements apply to both face-to-face teaching sessions and to remote learning.
- Learners expecting prolonged absenteeism are advised to speak to their mentor to discuss the possibility of alternative study arrangements and learner support.

5.3.1 Attendance Ranking

A learner's attendance will be reported on using the following parameters:

Percentage Attendance	Judgement	Ranking
0 – 44	Unsatisfactory	Red
45 – 64	Adequate	Amber
65 – 84	Good	Green
85 – 100	Excellent	Dark Green

When your attendance falls below 90%, your mentor has 3 options:

- **Option A: No action required**

Staff member will address attendance concerns with learner and continue to monitor attendance. This may be the most appropriate action in a first instance of attendance dropping. If there is a barrier identified, appropriate support will be offered.

- **Option B: Disciplinary action**

Attendance information gathered by staff does not indicate that health issues or personal circumstances are preventing the learner from attending. In this case the mentor will:

- a. issue a 'verbal warning' to the learner.
- b. send details of attendance to parent, carer and the learner.
- c. start 2-week Conduct Review.

- **Option C: Fitness to study**

When information gathered by staff raises health issues and/or personal circumstances which are genuinely preventing the learner from attending their programme of study. In this case the mentor will:

- a. discuss with mentor team and management with details on why the 'Fitness to Study' policy should be activated.
- b. decide action required to support the learner and meet compliance requirements. A 1:1 with Careers Coach, a second Conduct Review or an alternative placement may be options to consider.

OUR CHARTER

Green Labyrinth learners and staff agree to uphold the 3 Rs:

READINESS

- Attend all lessons and be on time
- Arrive ready to learn and engage in lessons
- Dress and present myself appropriately
- Keep my personal phone use outside the classroom
- Take ownership of my own learning and progress



RESPONSIBILITY

- Follow Health & Safety rules
- Take care of my own safety and that of others
- Understand and follow Safeguarding procedures
- Behave safely and professionally on site and off site
- Use the Internet safely and in line with guidance



RESPECT

- Respect other people and their differences
- Treat the building with respect and clean up after myself
- Use equipment correctly and safely
- Be patient with others
- Take opportunities to show kindness



- *By signing this charter, you agree to uphold the 3 Rs*
- *Positive conduct will be recognised through Green Labyrinth's reward system*
- *If this charter is broken, Green Labyrinth's mediation process will be followed*

NAME: _____

SIGNED: _____

Fire Evacuation Plan for Green Labyrinth

Emergency Evacuation Plan for: Green Labyrinth, 1 Milton Road, Swindon, SN1 5JE.

Upon hearing the sound of the alarm, which will either be a continuously ringing bell, a continuous warning siren or a member of staff informing you of an emergency, all learners and staff are to evacuate the building as quickly and as safely as possible.

Escape routes are down the main staircases (not the lift as this will not work in the event of the alarm being activated) or down the fire escape stairs (access is available from each floor).

The Fire Assembly point is out the back of the building, opposite the car park (the alleyway between the two buildings into town). Cross the road safely and wait there for roll call and further instructions.

If you discover a fire, press the nearest fire alarm if it is safe and you are able to do so. Alert a member of staff immediately.

I have read the above information and understand what to do and where to go in case of a fire.

Full name: (Learner) _____

Signed: (Learner) _____

DATE: _____

Learner Agreement to Green Labyrinth's CCTV Policy

I understand that Green Labyrinth have CCTV inside and outside the building to:

- Keep staff and learners safe
- Check details and reports are correct if an incident occurs
- Support police in identifying potential offenders
- Support in disciplinary proceedings against staff and learners
- Reassure parents
- Assist external stakeholders such as the local council
- Follow police recommendations

- | |
|---|
| <ul style="list-style-type: none"> • I understand that by being a learner at Milton Road, I will be filmed (picture and voice) on CCTV • I understand that any recordings of myself are kept securely stored online by Green Labyrinth and deleted after 30 days in line with Data Protection Act 2018 • I understand that this footage is <u>only</u> shared with other agencies (i.e. police) for the reasons above • I understand that I can contact the Data Protection Officer to request access to CCTV images of myself in line with Data Protection Act 2018. |
|---|

Full name: (Learner) _____

Signed: (Learner) _____

DATE: _____

MOBILE PHONE AGREEMENT

Dear Learner,

As part of the 3Rs, you agree to not use your phone for personal use during lessons. It is to be off or on silent and in your bag. This allows full concentration and engagement in your lessons.

Your teacher may allow you to use your phone **only to support your learning**. Do not use it unless you have been specifically instructed to.

If you do use your phone, you will be given an M3 as part of the Mediation Process.

I, accept the Green Labyrinth Mobile Phone Agreement and understand that I am solely responsible for my mobile phone on site. I agree to not use my phone in class unless for learning purposes as instructed by my tutor.

Signed:..... Date:.....

Consent to use photography for special purposes

In order to comply with GDPR in respect of personal data, we need to ask for your consent to be photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes the possibility of posting them on Green Labyrinth's / Green Inc website, in brochures or in parts of Green Labyrinth buildings to which the public has access. You can withdraw this consent at any time.

The pictures will not be used for any other purpose than those stated above.

I do / do not consent to appearing in pictures taken for inclusion in Green Labyrinth's website/ brochure/displays etc (Please delete as appropriate).	
Full name:	(Learner) _____
Signed:	(Learner) _____
DATE:	_____

Data Processing & Privacy Notice – Learner Statement to Read and Sign

Green Labyrinth are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess appropriate progression routes

Green Labyrinth collects, holds and processes personal data relating to its learners. It is essential for us to do so in order to manage our operations effectively.

The data held by Green Labyrinth is mainly taken from the details you provide during the application and enrolment process, to which will be added data that accumulates during and after your studies at Green Labyrinth. This may include sensitive personal data such as photographs.

We will collect personal data to help provide services to you and meet certain legal requirements. This personal data may include data such as name, address, date of birth, programme studied and information about examinations, assessments and results. In addition to this, Green Labyrinth may process some sensitive personal data about you, such as details about your health in order to provide care and information concerning ethnicity, gender identity and domicile and disability for planning and monitoring purposes.

We will not give information about you to anyone outside of Green Labyrinth without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE). We must also pass on relevant information to our various funding partners.

Green Labyrinth may disclose and request appropriate personal data, including sensitive personal data, to third parties, where this is a need or obligation. Such disclosure is subject to procedures to ensure the identity and legitimacy of such agencies. These third parties may include the following: other educational organisations; Higher Education institutions; local council; internal published information (e.g. notice boards); Police; Social Services; any other agency or individual involved in providing your care or education.

- I have read the above information and understand that my personal information is kept confidential and securely stored by Green Labyrinth.
- It has been made clear to me that this information will be kept by Green Labyrinth after the completion of my course for planning and monitoring purposes.
- I understand that this information will be solely used for educational, pastoral and medical purposes while I am in learning.
- I am aware that this information may be shared with and requested from third parties if required.
- I understand that this information will be shared with funding partners.
- I will inform Green Labyrinth of any changes to this information as soon as possible and supply the required paperwork and proof.
- I understand I can request a copy of my personal information Green Labyrinth holds by contacting the Admin Team on 01793 236245

Full name: (Learner) _____

Signed: (Learner) _____

DATE: _____

Acceptable IT Use/e-Safety Learner Agreement

By signing this agreement, I confirm that during my time at Green Labyrinth I will:

- **Use ICT only for learning** including but not limited to college computers, internet, email, learning platforms, mobile devices, and digital tools.
- **Protect my account** by only using my own username and password, keeping both private and sharing with no one.
- **Avoid unauthorised downloads** and not install software on college devices.
- **Communicate responsibly** by keeping messages to staff, learners, and others polite, respectful, and sensible.
- **Treat others with respect online** by not engaging in cyberbullying, harassment, or intimidation of any kind toward staff or other learners. This includes sharing rumours, personal information, or creating fake profiles.

- **Use the internet safely** by not deliberately accessing, sharing, or storing offensive or illegal material. If I come across such material accidentally, I'll tell my teacher straight away.
- **Protect personal information** by never sharing my name, address, phone number, or similar details with strangers online.
- **Respect image use rules** by only taking, storing, or sharing images or videos of anyone at the college (whether staff or learners) when it is for an approved college purpose *and* you have that person's clear permission. In the case of staff, permission must also be confirmed with the staff member and HR. This includes verbal conversations as well as videos or photographs.
- **Protect college reputation** by ensuring my online activity, in or outside of college, does not cause distress or bring Green Labyrinth, staff, or learners into disrepute.
- **Not bypass security systems** by not attempting to circumvent the content filter or other security measures.
- **Respect intellectual property** by not plagiarising, copying, or distributing copyrighted materials and works without proper permission or attribution. This includes text, images, music, and videos.
- **Use AI responsibly** and other emerging technologies for approved learning purposes only and not use them to complete assignments in a way that violates academic integrity.
- **Report safety concerns** by immediately reporting any online activity that makes me or someone else feel unsafe, uncomfortable, or threatened to a staff member.

I understand that:

- My internet and ICT use is **monitored and logged**.
- Breaking these rules may lead to college sanctions, loss of ICT access, and contact with my parent/carer.
- Green Labyrinth retains full authority over content stored on its systems and can view, modify, or destroy this content at any time if required.
- These rules keep me and others safe — and I'm responsible for following them.

Sign below to confirm you've read, understood, and agree to follow this policy.

Full Name:	Printed:	
	Signed:	
Date:		