NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Apprenticeship Overnight Stays Policy 2025/28(v2)

North Warwickshire and South Leicestershire College

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Document History

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V1	AP14-14WSL	6.7.23	Development of a new Policy
V2	VPEPYP&APS	15.12.2025	Update following management restructure

Apprenticeship Overnight Stays Policy 2025/2028(v2)

1. Introduction

1.1 North Warwickshire and South Leicestershire College (the College) offers learning programmes in a wide range of sectors to employer partners, locally and nationally.

1.2 The College recognises that, in some circumstances, delivery models will dictate the need for off the job training to be conducted at one of the College's campuses. Where this is the case, the College will ensure processes and practices are in place to safeguard students during that time.

2. Definitions

2.1 This Policy applies the College's definition of residential learning as "overnight stays for the purpose of learning at any College campus as deemed appropriate by the employer".

i. The College does not offer residential accommodation in the form of halls of residence to students.

ii. The College will provide a resource to manage hotels for students that reside in for the purpose of learning at the College.

3. Related Policies, Procedures and Documents

3.1 Managing Unwanted Student Conduct Procedures.

3.2 Bullying and Harassment Policy.

3.3 Comments, Compliments and Complaints Policy.

3.4 Safeguarding and Protecting Children and Vulnerable Adults Policy.

3.5 The Equality Scheme.

3.6 Health and Safety Policy.

3.7 Student Code of Conduct

3.8 Student Attendance and Punctuality Policy.

3.9 Residential booking process

3.10 Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

4. Rationale

4.1 This Policy applies to all internal and external stakeholders relevant to any learning activity where an employer deems the need for overnight accommodation for the purpose of learning at the College, including but not limited to College employer partners, students, third party accommodation management, and parents or legal guardians.

4.2 The Policy applies to all students under the age of 18 and all students above the age of 18.

4.3 The College recognises its safeguarding responsibilities relating to those students aged under 18, and the impact on t students aged under 18 who are learning with students who are over the age of 18.

4.4 This Policy applies to employer partners who utilise external grants such as CITB accommodation and travel, and those that do not.

4.5 The College recognises that its safeguarding duty includes:

i. students over the age of 18 if they are deemed vulnerable or where they have an identified learning or social need; and

ii. students over the age of 18 who are not deemed vulnerable but who may have an impact on students who are under 18, who are deemed vulnerable, or who have an identified learning or social need.

5. Core Principles

5.1 This Policy complies with National Residential Accommodation Standards for Further Education (Department for Education, 2018 and Department for Health, 2002), where the College deems that these Standards are relevant

5.2 The Policy is governed by a set of National Minimum Standards published by the Secretary of State for Education under section 87C (1) of the Children Act 1989 as amended by the Care Standards Act 2000. The standards contain arrangements to safeguard and promote the welfare of students under the age of 18 who reside in accommodation for the purpose of learning at the request of the College.

5.3 The College will ensure that the Prevent Duty responsibilities are discharged in relation to students accessing overnight accommodation. Risk assessments will take account of external venues, travel arrangements and access to external influences ensuring alignment with the DfE Protective Security and Preparedness guidance.

6. Policy Guidelines

6.1 **Policy Intent**

6.1.1 The Policy will outline the arrangements the College will undertake to support students who require accommodation as dictated by their employer to attend block release apprenticeship training.

6.1.2 The Policy should also be read in conjunction with the College's policies directly related to student conduct, safeguarding and equality. (See section 6.11)

6.2 **Residential Stays - Responsibilities**

6.2.1 The Executive Team

i. The Executive Team will ensure that there is appropriate monitoring regarding the effectiveness of the leadership, management, and delivery of all overnight stays.

ii. The Executive Team must ensure that it, and others, take appropriate action where necessary.

6.2.2 The Senior Leadership and Management Team

i. The Senior Leadership Team will monitor the leadership, management, and delivery of any overnight stays for the purpose of learning at a College campus.

ii. The Senior Leadership Team will ensure that all reasonable steps have been taken in relation to the welfare and wellbeing of students accessing overnight accommodation within their area of apprenticeship training.

6.2.3 Vice Principal for Student Services and Support and Designated Safeguarding Lead

i. The Vice Principal provides strategic support for all overnight stays for the purpose of learning at the College.

ii. The Vice Principal will ensure that all reasonable steps have been taken into account when ensuring that overnight stays are a safe, secure, and enriching experience for all.

iii. The Vice Principal will ensure polices and processes comply with national minimum standards where these are deemed appropriate.

6.2.4 Safeguarding Managers

i. The Safeguarding Manager will support the Heads of Department and Curriculum Area Leads when planning for the safety of all students during any overnight stays.

ii. The Safeguarding Manager will monitor any safeguarding concerns escalated by internal colleagues and external systems through the use of the College safeguarding email: safe@nwslc.ac.uk .

6.2.5 Heads of Department and Curriculum Area Leads

i. Heads of Department and Curriculum Area Leads are directly responsible for ensuring the College's overnight accommodation complies with College polices and processes, including but not limited to, regular hotel inspections and unannounced hotel inspections.

ii. The Heads of Department and Curriculum Area Leads are responsible for managing the third-party software, including but not limited to, non-arrivals, minor and major escalations which are not of a safeguarding nature.

iii. The Heads of Department and Curriculum Area Leads are responsible for raising concerns with safeguarding counterparts where necessary.

iv. The Heads of Department and Curriculum Area Leads are responsible for supporting the Safeguarding Manager in the execution of their duties, including but not limited to; monthly hotel inspections, unannounced hotel inspections, planned audit of hotel safety and safeguarding records.

v. The Heads of Department and Curriculum Area Leads are responsible for executing their duties detailed in the dress code expectations within the Apprenticeship Code Of Conduct Policy.

6.2.6 Delivery Practitioners

i. Delivery practitioners include all staff who deliver learning, measure learning progress, and quality assure the standard of education offered by the College.

ii. Delivery practitioners are responsible for ensuring all students feel safe and secure.

iii. Delivery practitioners are responsible for ensuring all students have an awareness of safeguarding, including but not limited to, abuse, prevent and radicalisation both within the context of their apprenticeship standard and additional links risked to overnight stays.

iv. Delivery practitioners are responsible for reporting any safeguarding concerns following the College's process.

v. Delivery practitioners are responsible for ensuring adherence to the dress code expectations detailed within the Apprenticeship Code of Conduct.

6.2.7 Curriculum Administration

i. Curriculum administration is responsible for ensuring all students have both accommodation and travel for any residential period.

ii. Curriculum administration is responsible for ensuring all students receive confirmation of their accommodation booking.

iii. Curriculum administration is responsible for managing third-party software, including but not limited to, non-arrivals and minor and major escalations which are not of a safeguarding nature.

6.2.8 Business Development Team

i. The Business Development Team is responsible for providing robust initial advice and guidance to all stakeholders relating to overnight stays for the purpose of learning at a College campus.

ii. The Business Development Team is accountable for ensuring all associated College expectations are discussed, agreed, and evidenced during the negotiation stage of any new learning journey, including but not limited to dates, cost, accommodation, travel, and reasonable adjustments.

iii. The Business Development Team is accountable for ensuring curriculum administration and Heads of Department and Curriculum Area Leads are notified of all needs relating to overnight stays for the purpose of VP at a College campus in line with College onboarding process.

6.3 **Accommodation Type**

6.3.1 The College does not offer residential accommodation in the form of halls of residence to students.

6.3.2 Accommodation in the form of hotels near the relevant campus are used for any learning out of work periods and overnight stay requirements as deemed suitable by the employer.

6.3.3 The accommodation is used by students whose home address is beyond a reasonable daily commute.

6.3.4 The accommodation is used by students aged 16 and over.

6.4 **Accommodation Allocation and Booking**

Overnight accommodation is available to all students who, due to distance, would have difficulty travelling to a College campus for the purpose of learning, our payment terms are 21 days from date of invoice.

6.5 **Accommodation and Travel Cost**

6.5.1 Accommodation required for the purpose of learning at the College is at the expense of the employer partner. The College recognises that some of its employer partners will utilise external grants, and some do not.

6.5.2 Travel from a student's home or work address to a hotel for the purpose of learning as part of their employment, will be at the employer partner's expense.

6.5.3 Travel from a student's home or work address to the College for the purpose of learning as part of their employment, will be at the employer partner's expense.

6.5.4 Travel between hotels and the College during residential stay dates, for the purpose of learning as part of their employment, will be at the employer partner's expense. Where this is the case, the College can arrange transport, but it will be paid for by the employer partner.

6.5.5 Travel from the College to any station, (such as train), can be arranged by the College if required. Where this is requested the College can arrange transport, but it will be paid for by the employer partner.

6.5.6 The College will work with accommodation sites to ensure that any reasonable adjustments that are required are made. Any reasonable adjustments for accommodation and travel relating to an individual student will be at the employer partner's expense.

6.5.7 To ensure adequate time for administrative adjustments and to minimise disruption, a minimum notice period of three working days is required for any cancellations of hotel bookings. This notice must be provided in writing from the employer and sent to the noted administration assistant. Failure to provide sufficient notice may result in charges.

6.6 **Safeguarding - Overnight Accommodation and Travel**

6.6.1 The College will implement a range of conditions during employer partner negotiations prior to any learning journey designed to ensure students are safe.

6.6.2 The College will seek to ensure the employer partner agrees to, and is adequately aware of, the following stipulations.

i. The College recommends to employer partners that students traveling from their home or work address to hotels for the purpose of learning as part of their job, should not be permitted to use their own vehicle unless business use is confirmed on their insurance.

ii. The College recommends to employer partners that students traveling from their home or work address to the College for the purpose of learning as part of their employment, should not be permitted to use their own vehicle unless business use is confirmed on their insurance.

iii. The College recommends to employer partners that students traveling between hotels and the College during overnight stay dates, for the purpose of learning as part of their employment, should not be permitted to use their own vehicle unless business use is confirmed on their insurance.

6.6.3 Where the following points are true, the College can arrange transport, but it will be paid for by the employer partner.

i. Students whose employers have deemed it appropriate to stay overnight for the purpose of learning at the College will start learning on Mondays at 10:30 hrs. Students are expected to be at the College at 10:25hrs for registration. Accommodation and travel must ensure this expectation is accommodated.

ii. Students whose employers have deemed it appropriate to stay overnight for the purpose of learning at the College will start learning on Tuesdays, Wednesday, Thursdays, and Fridays at 09:00hrs. Students are expected to be at the College at 08:55hrs for registration. Accommodation and travel must ensure this expectation is accommodated.

- Where unforeseen circumstances impact start times, the student, the employer partner and the College must ensure reasonable communication is provided.
- Where the student, parent or legal guardian, or employer have provided reasonable communication regarding attendance, the student will be marked as absent.
- Where students do not arrive for registration, but do attend learning, they will be marked as late.

iii. When students and employers have deemed it appropriate to stay overnight for the purpose of learning at the College, will finish learning at 16:00 hrs on Mondays, Tuesdays, Wednesday, and Thursdays. Students are expected to be learning until 16:00 hrs. Accommodation and travel must ensure this is accommodated. Where unforeseen circumstances impact learning finish times, the student, the employer partner and the College must ensure reasonable communication is provided.

iv. Students whose employers have deemed it appropriate to stay overnight for the purpose of learning at the College will finish learning at 10:15 hrs on Fridays. Students are expected to be learning until 10:15 hrs. Accommodation and travel must ensure this is accommodated. Where unforeseen circumstances impact learning finish times, the student, the employer partner and the College must ensure reasonable communication is provided. Any student wishing to stay for additional support after 10:15 hrs on Fridays are welcome to do so until 12:00 hrs.

v. Unforeseen circumstances include, but are not limited to:

- personal issues and sickness;
- adverse weather;
- strike action;
- external events, such as Coronavirus.

vi. Travel from the College to and from any station can be arranged for students; however, this will be an additional cost to the employer. and the employer understands this is at their own risk.

vii. Bookings made for any students 16 or 17-year-olds are not allocated rooms with those over 18 years. This could result in additional costs to the employer.

viii. Vulnerable students are not allocated rooms with other students if it is deemed inappropriate. This could result in additional cost to the employer.

ix. Students are not allocated rooms with others of mixed sex or gender. This could result in additional cost to the employer.

x. Bookings must consider any identified personal life choices or preferred gender identification. This could result in additional cost to the employer.

xi. Sensitivities raised by individual students and/or parents/guardians will be considered and accommodated as appropriate. This could result in additional cost to the employer.

xii. Where safeguarding or general concerns are raised by students, employers will notify the College within a reasonable time frame.

xiii. All employers agree that they will reinforce a 2230hrs curfew. Students must be in the accommodation no later than the curfew time.

6.6.4 The College will seek to ensure the employer partner agrees to, and is adequately aware of, the stipulations carried out by the external organisation and the College for any overnight stay.

6.6.5 All hotels used for the purpose of overnight stays will be robustly vetted and checked for the purpose of quality, health, safety, and safeguarding. This will include evidence of:

i. New and existing staff are enhanced DBS checked where appropriate.

ii. Selected members of the hotel will have received adequate training and development to ensure they understand safeguarding, welfare and the Prevent duty.

iii. Health and Safety, including food safety, standards are understood, developed, and are exercised.

iv. Risk assessments are in place that confirm the safety of students and achieve all stipulations identified by the College.

- Risk Assessments will be reviewed annually by the college Health and Safety Manager.
- Any students with medical or safeguarding vulnerabilities, additional risk assessments may be required.

v. Adequate and appropriately trained first aiders are present.

vi. Confirmation that the hotel will accommodate the College in the undertaking of regular inspections.

vii. Confirmation that the hotel will accommodate the College in the undertaking of justified unannounced inspections.

viii. Confirmation that the hotel has agreed to, and staff have had training to report non-attendance of students to the College.

ix. Confirmation that the hotel has agreed to, and staff have had training to escalate any minor, major, and or safeguarding incidents to the College.

x. Confirmation from the hotel that students will be treated in accordance with their age.

xi. Students are expected to act in accordance with their employment practice and as such the College recommends that apprentices accessing overnight stays will refrain from participating in the consumption of alcohol whilst in learning cycles.

xii. Confirmation that the hotel will escalate non-compliance with any implemented curfew with the College.

xiii. Confirmation that the hotel will accommodate a tour for all new students, and where required, the parents / legal guardians of the students who are under 18 or vulnerable.

xiv. Confirmation of the filtering mechanisms in place that will be used as a means of restricting access to harmful content on the internet.

xv. Confirmation that the hotel can accommodate all relevant stipulations as set out in the Policy.

xvi. Confirmation of the selected hotels process for complaints regarding the quality of the accommodation, food, and where applicable the hotel staff.

xvii. Confirmation that where students are injured at any hotel a full risk assessment must be undertaken by the hotel to ensure suitability of accommodation.

6.7 **Student Wellbeing and Safeguards**

6.7.1 As part of any new learning journey, the College will provide a robust induction for students. This will include, but will not be limited to, a tour of the hotel, meetings with hotel staff and information packs explaining student responsibilities, health, and safety information, safeguarding contacts, and external support.

6.7.2 Parents and legal guardians of students under 18, and over 18 where required, will also be offered a robust induction.

6.7.3 Student welfare support will be available to students accessing overnight stays through nominated welfare staff and the designated safeguarding staff.

6.7.4 Students will have access to a multi-faith prayer room and Chaplain on campus.

6.7.5 Students will be provided with external counselling helpline numbers, to contact in case of problems or distress.

6.7.6 Students will be provided links to the College's wellbeing hub.

6.7.7 Students will be provided access to the College's mental health first aiders.

6.7.8 Parents / legal guardians of students under 18 or vulnerable, will be provided with a designated contact throughout the learning journey. This will include any guidance and support where the College may need to provide specific, targeted support for students who have special needs.

6.7.9 For students under 18 or any that require regular parental contact, the College will ensure this is available at reasonable times. For any safeguarding or welfare concerns, the College will contact parents / legal guardians directly.

6.7.10 Where possible, hotels will have communal areas, which support recreational activities. Internet access will be available for students, with recommendations in place to prevent inappropriate use.

6.8 **Student Health and Safeguards**

6.8.1 All overnight accommodation will have trained first aiders. Overnight students are also advised to access local medical services if necessary.

6.8.2 Emergency contacts for each apprentice will be available to the hotel staff so that they can be called in the case of an emergency.

6.8.3 Where overnight students require prescription medication, arrangements can be made for safe storage where required.

6.8.4 Further detail regarding this should be read in the Supporting Students with Medical Needs Policy.

6.9 **Student Voice**

6.9.1 The College will provide all students with a platform to freely raise concerns and provide both formal and informal feedback on their experiences within their overnight accommodation.

6.9.2 Students' views will be considered when sourcing hotels for overnight stays.

6.9.3 Students will be encouraged to provide feedback after each overnight stay.

6.10 **Student Code of Conduct - Learning During Overnight Stays**

6.10.1 The College Student Code of Conduct is based on the premise of the "NWSLC Way" to "Be Ready, Respectful and Safe* with the following specific expectations:

1	Be Ready
	• Arrive in time for all timetabled lessons and activity. • Bring all required equipment. • Wear appropriate clothing including protective wear when needed
2	Be Respectful
	• Attend every session. • Allow others to work or study without disruption. • Focus on and participate in lesson and enrichment activities. • Look after the facilities, equipment, and environment. • Be polite. • Be kind
3	Be Safe
	• Wear College ID badges and lanyards so that they can be seen. • Be in the right place at the right time. • Follow departmental health and safety guidelines. • If you do smoke or vape do so in the designated spaces only • Avoid physical contact with other people and their possessions. • Drugs and alcohol are not permitted. Conduct yourself safely and responsibly online

6.10.2 **Learning Times**

i. All residential students must adhere to the learning start times outlined in the table below.

ii. Any student who is not present for registration will be marked as late.

iii. Support or disciplinary procedures will be followed where persistent lateness is present.

iv. Disciplinary procedures may result in learning withdrawal. For apprenticeships, this may impact employment.

	Registration	Learning starts	Morning Break	Lunch Break	Afternoon break	Learning ends	Learning hours
Monday	10:25 hrs	10:30 hrs		30 mins	15 mins	16:00 hrs	4 hrs, 45 mins
Tuesday	08:55 hrs	09:00 hrs	15 mins	30 mins	15 mins	16:00 hrs	6 hrs, 0 mins
Wednesday	08:55 hrs	09:00 hrs	15 mins	30 mins	15 mins	16:00 hrs	6 hrs, 0 mins
Thursday	08:55 hrs	09:00 hrs	15 mins	30 mins	15 mins	16:00 hrs	6 hrs, 0 mins
Friday	08:55 hrs	09:00 hrs				10:15 hrs	1 hr, 15 mins
Total learning time during LOW >>							24 hrs, 0 mins

6.10.3 **Alcohol**

i. The College recommends that all students accessing their learning cycle by accessing overnight stays should not participate in the consumption of alcohol at any time.

ii. Students in possession of, or under the influence of alcohol anywhere during overnight stays that do not meet the expectations set by the employer, may be subject to disciplinary procedures and risk being withdrawn from their learning programme.

iii. Students under the age of 18 are not permitted to consume, purchase, or possess alcohol during overnight stays.

iv. Students under the age of 18 in possession of, or under the influence of alcohol anywhere during overnight stays will be subject to disciplinary procedures and risk being withdrawn from their learning programme. For apprentices, this may impact their continued employment.

v. The next of kin will be contacted immediately regarding any student under the age of 18 found in possession of, or under the influence of alcohol anywhere during overnight stays.

vi. Students over the age of 18 who purchase alcohol for, or on behalf of, any student under 18 will be subject to disciplinary procedures and risk being withdrawn from their learning programme. For apprentices, this may impact their continued employment.

vii. Employer partners are expected to support the College in the management of student behaviour where students do not comply with the Code of Conduct during overnight stays.

6.10.4 **Drugs**

i. Students in possession of, or under the influence of drugs anywhere during residential stays will be subject to disciplinary procedures and risk being withdrawn from their learning programme.

ii. Where students are in possession of, or are under the influence of drugs, the College will involve the police where necessary. *(See section 6.1)*

iii. Employer partners are expected to support the College in the management of student behaviour where students do not comply with the Code of Conduct during residential stays.

6.10.5 **Smoking and Vaping**

i. Students using hotels for residential stays must adhere to the guidelines set by the hotel.

ii. Smoking or vaping is widely prohibited on any hotel premises; however, there are designated areas where smoking and vaping is authorised.

iii. Students must ensure they utilise dedicated spaces and adhere to the rules in place at these spaces. This includes, but is not limited to, spitting, dropping litter and swearing.

iv. Smoking or vaping is widely prohibited on the College premises; however, there are designated areas where smoking and vaping is authorised.

v. Students must ensure they utilise dedicated spaces and adhere to the rules in place at these spaces. This includes, but is not limited to, spitting, dropping litter and swearing.

vi. Students who do not adhere to smoking and vaping policies during residential stays will be subject to disciplinary procedures and risk being withdrawn from their learning programme. For apprentices, this may impact their continued employment.

vii. Employer partners are expected to support the College in the management of student behaviour where students do not comply with the Code of Conduct during residential stays.

6.10.6 **Curfew**:

The College recommends evening curfews for students. Students are expected to be in the hotel by 10:30pm every night.

6.10.7 **Noise**

i. Students using hotels for residential stays are ambassadors of their employer and the College. Students should be always mindful of other guests and students.

ii. Students who do not adhere to policies during residential stays will be subject to disciplinary procedures and risk being withdrawn from their learning programme. For apprentices, this may impact their continued employment.

iii. Employer partners are expected to support the College in the management of student behaviour where students do not comply with the Code of Conduct during residential stays.

6.10.8 Use of Own vehicle

i. All students are **not** permitted to use their own vehicles to travel from their home address to the College or a chosen hotel for the purpose of learning as part of their job. This is true unless the employer has confirmed in writing to the College that the personal vehicle has business insurance.

ii. All students are **not** permitted to use their own vehicles to travel from their work address to College or a chosen hotel for the purpose of learning as part of their job. This is true unless the employer has confirmed in writing to the College that the personal vehicle has business insurance.

iii. Students traveling between hotels and the College during residential stay dates, for the purpose of learning as part of their employment, will not be permitted to use their own vehicle unless business use is confirmed on their insurance.

iv. Where this is true, the College will arrange transport. Students must use the transport arranged.

7. Equality Analysis

7.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;

ii. advance equality of opportunity between people of different groups; and

iii. foster good relations between people from different groups.

7.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.

7.3 Where necessary a full equality impact assessment will be undertaken.

8. Data Protection Impact Assessment

8.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and

freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action

8.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.

9. Implementation, Monitoring and Review

9.1 Policies and procedures will be regularly reviewed to ensure that they comply with the relevant legislation and the agreed procedures.

9.2 Residential policies will be reviewed annually, or if there are any material changes to the overnight stay process.

9.3 Student feedback will be regularly reviewed to ensure any improvements can be made.

8.4 Students who do not adhere to policies during residential stays will be subject to disciplinary procedures and risk being withdrawn from their learning programme. For apprentices, this may impact their continued employment.

8.5 Employer partners are requested to enforce and support the enforcement of policies during residential stays.