

# Learner's Induction Booklet 2025-2026

## Welcome to



**Creative Inclusion**  
LEARNING STUDIO

Success is not final, failure is not fatal: it  
is the courage to continue that counts.

**Winston Churchill**



07398 824988

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Registered in England and Wales. Company Number  
14451956



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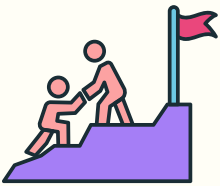
# About You



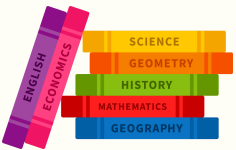
**Your Name:** .....



**Year Group:** .....



**Key Worker:** .....



**Favourite Subject:** .....

We know that you might find change hard to manage, we are here to support you.

We know that some people miss home, often find it difficult to follow rules, and that working all day can cause difficulties.

Help us to help you. Tell us how you feel and when you are finding things difficult, and we will help you as much as we can; it's good to talk.

You have come to Creative Inclusion for a fresh start and to show people how truly wonderful you are. This is your time to shine.

We will support you to make the right choices, the right changes and to live your best life.

# **Your Key Worker**

You will have your own key worker.

The role of your Key Worker is to:

1. Be someone you can talk to;
2. Help you to learn daily routines;
3. Help you to learn social and independence skills;
4. Talk to your parents/carers to keep them updated with your progress;
5. Work with you to find the best ways to support you;
6. Attend reviews with you and speak on your behalf if you want them to.

If there is anything else you would like your Key Worker to help you with then write it in the space below.



## **Your Rights**

Creative Inclusion believes that you should have the same rights as any young person of your age and:

- Be valued as an individual.
- Be treated with dignity and respect.
- Be safe.
- Be offered the opportunity of independence and choice.
- Be offered education, care and therapy to suit your needs.
- Develop responsibility for your own actions.
- Be offered privacy for yourself and your belongings.
- Be treated according to your spiritual, social and cultural needs.
- Be able to continue to build friendships and interests.
- Be told about changes that personally affect you.
- Be given the opportunity to talk in private about anything that worries you.
- Be given the opportunity to play and have fun.

# Important information for you and your parent(s)/carers



**Timings.** Our day starts at 09:30 am and finishes at 2:30 pm. Our sessions last approximately 45 minutes, although there is flexibility with this based on the needs of the young people; movement breaks are encouraged in between sessions. Lunch starts at 12:30 and lasts half an hour.



**Reporting absence.** If a young person is unable to attend then please call us **before 09:30 am**, every day of their absence, and let us know the reason for their absence - we may be able to help.



**Clothing.** We ask that you wear appropriate, comfortable clothing. Leggings, jeans, t-shirts, and hoodies are all acceptable. No cropped tops, short skirts or shorts or see through clothing is permitted.



**Visits.** During your time with us you will have the opportunity to go on days out, away from the building. So that you can go on these trips we must have a consent form that has been signed by a parent/carer.



**Medication.** If you need to be given prescribed medication when at NBN then a parent/carer must come into the building and complete a consent form. Parent/carer(s) must also come in to administer any medication that has not been prescribed. **Only prescribed medication can be administered by Creative Inclusion staff.**

## Meet the Team

Here are some of the people you will meet when you arrive at Creative Inclusion.

**Joanne Vance** - known as **Joanne**.



Joanne is the Head of Provision. Joanne oversees all the staff and the building, provides neurodiversity training both internally and externally and delivers academic and therapeutic sessions to young people.

**Linsay Hanlon** - known as **Linsay**.



Linsay is Creative Inclusion's dedicated Mental Health Nurse. She plans and delivers daily therapeutic activities and longer-term intervention programmes for our young people, and also organises mental health community events for parents and carers.

**Holly McGlasson** - known as **Holly**.



Holly is one of our Intervention & Wellbeing Mentors. She is a Mindfulness Practitioner and trauma-informed coach to all our young people. Holly will soon be delivering Yoga sessions for trauma, depression, and anxiety.

**Oscar Graham** - known as **Oscar**.



Oscar is one of our Intervention and Wellbeing Mentors at Creative Inclusion. He works with some of our most vulnerable young people on a 1:1 basis, supporting them academically and therapeutically. Oscar also provides GCSE English intervention and is Creative Inclusion's Duke of Edinburgh Lead.

## **Home & Studio Agreement**

This Agreement is between Creative Inclusion Learning Studio and your parents/carers. We ask parents/carers and you, the young person, to read this together then sign and return it to your key worker.

This agreement includes a 'Code of Conduct' and sets out our responsibilities towards the young people, the responsibilities of parents/carers, and what Creative Inclusion expects of our young people.

The aim of this agreement is to strengthen the partnership between home and Creative Inclusion, and make clear the respective roles and expectations.

### **Creative Inclusion will make every effort to:**

- Ensure the safety, security, mental and physical well-being of all young people in our care.
- Ensure all young people realise their potential.
- Promote high standards and high expectations.
- Provide properly planned activities which meet the young person's needs.
- Provide a written report informing parents/carers and schools of the young person's progress.
- Deal with parent/carer concerns promptly and inform them of how they have been resolved.
- Keep parents/carers & schools well informed about our work and special events through regular newsletters and correspondence.



## **Parents/carers will make every effort to:**

- Support our aims.
- Ensure the young person attends regularly and on time.
- Encourage the young person to follow our Code of Conduct.
- Attend parent/carer consultations, reviews, or events which involve the young person.
- Keep Creative Inclusion informed of any changes in circumstances, including any problems that may affect the young person's learning or behaviour.

## **Young people will make every effort to:**

- Follow our Code of Conduct.
- Follow instructions.
- Be polite, well-mannered, and respectful.
- Let an adult know if there is a problem.
- Contribute to sessions and listen when engaged in conversations.
- Engage with all activities as much as possible.
- Avoid disturbing others.
- Be honest if things go wrong.

## **Creative Inclusion's Code of Conduct**

The Code of Conduct is part of our Home & Studio Learning Agreement. It is displayed around the building and consists of three simple steps.

### **1. Take care of yourself.**

Stay on the premises, don't do anything silly or dangerous, and tell someone if you are unhappy, feel unsafe, or want to leave.

### **2. Take care of others.**

Be kind, friendly and respectful to visitors, newcomers, and other young people, understanding that we never know what someone is truly going through.

### **3. Take care of our Space.**

Be proud of our building, help us to look after it, its contents, and maintaining our good name and reputation across the region.

We hope you will read this Code of Conduct carefully and then feel able to 'sign up' to its spirit and intention by completing the following section.

**Parent/Carer:** I agree with Creative Inclusion's Home & Studio Agreement and believe it to be fair and reasonable. I will make every effort to ensure the young person understands the Agreement.

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

**Young Person:** I will try to keep my part of this Agreement.

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

# Fire Alarm



The fire alarm will be very loud when it goes off and you may not like it.



Fire alarm notices are up around the building to show you where to go when an alarm goes off, however, always remember to listen to the adults who are directing you when the alarm sounds.



On hearing the alarm, you must try to remain calm and leave the room you are in immediately, leaving your belongings and always listening to staff. Wait outside the room until staff tell you to go to the Fire Assembly point; you should do this quietly and remain with staff at all times.



When you arrive at the assembly point it is vital that you remain as calm and quiet as you can so that staff can check that everyone is out of the building and safe.

We understand that hearing the fire alarm can be frightening but remember that staff are there to support you and keep you safe, so try your best to remain calm and stay close to your group and staff so that everyone gets out of the building safely. Be considerate at all times.



## Term dates for Creative Inclusion 2025/2026

### Autumn Term ( 14 weeks)

Monday 8<sup>th</sup> September 2025 – Friday 24<sup>th</sup> October 2025

**Monday 27<sup>th</sup> October 2024 – Friday 31<sup>st</sup> October 2025**  
**(Half term – young people are off this week)**

Monday 3<sup>rd</sup> November 2025 - Wednesday 17<sup>th</sup> December 2025

**Monday 22<sup>nd</sup> December 2025 – Friday 2<sup>nd</sup> January 2025**  
**(Christmas break – young people are off)**

### Spring Term (12 weeks)

Monday 5<sup>th</sup> January 2026 – Friday 20<sup>th</sup> February 2026

**Monday 23<sup>rd</sup> February 2026 - Friday 27<sup>th</sup> February 2026**  
**(Half term – young people are off)**

Monday 2<sup>nd</sup> March 2026 - Friday 2<sup>nd</sup> April 2026

**Monday 5<sup>th</sup> April 2026 - Friday 17<sup>th</sup> April 2026**  
**(Easter break – young people are off)**

## Summer Term (13 weeks)

Monday 20<sup>th</sup> April 2026 – Friday 22<sup>nd</sup> May 2026

\*Please note that **Monday 4<sup>th</sup> May** is a **Bank Holiday**, and **we are closed\***

**Monday 25<sup>th</sup> May 2026 – Friday 29<sup>th</sup> May 2026**  
**(Half term – young people are off)**

Monday 1<sup>st</sup> June 2026 - Wednesday 22<sup>nd</sup> July 2026

**Thursday 23<sup>rd</sup> July 2026 – Monday 7<sup>th</sup> September 2026**  
**(Summer break – young people are off)**

## **Consent Forms**

**Name of Learner:**

**Date of Birth:**

This consent form applies to activities within Creative Inclusion Learning Studio and also when learners attend any offsite activities approved by Creative Inclusion.

### **School Trips & Off Site Visits**

When making arrangements for school trips it is necessary to share information about your child with the venue, accommodation and transport providers for legal and safeguarding reasons. If travelling overseas this will also include immigration control. Note: any trips outside of Sunderland City will require consent on an individual basis

Details about your child may be required by insurers.

### **FOR TRIPS OUTSIDE THE UK**

Whilst learners are outside the UK school staff and those supervising, travelling or arranging travel or accommodation may communicate with parents and carers using the contact information provided. At times this may be using mobile communications, social media or other methods that may require data to be stored or travel outside of the approved EU locations. We believe that keeping parents and carers informed about the wellbeing of their children must be the priority. Data sharing in such cases will be limited to what is necessary.

<b>Photographs, Video and Media</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
May we use your child's photograph in printed publications that we produce for promotional purposes such as a prospectus or on project display boards?		
<b>May we use your child's image on our website?</b>		
<b>May we record your child's image on video or webcam?</b>		
<b>Are you happy for your child to appear in the media? (for example, in the local press, radio or TV).</b>		
<b>Are you happy for your child to appear on Social Media sites?</b>		
<b>Do you consent for your child's name to be released for publication such that they may be identified as an individual or as part of a small group?</b>		
<b>I give consent for my child to be photographed for school group photos that may be bought by other families who have children in the photo.</b>		

<b>External Trips and Visits</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
I give consent for my child to participate in curriculum-based trips.		
I give consent for photographs of my child to be taken whilst attending a trip.		
I give consent for video and media footage of my child whilst attending a trip.		

<b>Careers and Workplace Placements</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
I give consent for my child's details to be shared with potential work experience providers.		
I give consent for my child's details to be shared with careers advisers.		



<b>Work in Creative Inclusion Learning Studio &amp; Celebrating Successes</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
I give consent for details of my child's achievements to be shared on displays, certificates or other media that identifies them.		
I give consent to recognise information about my child's key events e.g. birthdays.		
I give consent to share details of my child's sporting activities for fixtures and achievements in publications.		

As part of Creative Inclusion's IT provision we offer learners access to the internet and email facilities. Creative Inclusion internet service provides a high level of protection and we audit learner use. Learners are required to give written agreement to be bound by the terms.

<b>Internet Use</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
I give consent for my child to use electronic mail and the internet. I understand that learners are held accountable for their own actions.		

<b>Creative Inclusion Updates</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
I wish to be kept informed about school news and events and receive the newsletter and similar notifications.		
I give consent to use my details for text messaging services using any of the information I have previously provided.		
I consent to being contacted by text message and email for the purpose of information and reminders. I will ensure that I keep my details and information up to date always including my mobile number.		

<b>External Agencies</b>	<b>Creative Inclusion Yes/No</b>	<b>External Activities Yes/No</b>
I agree for information about my child to be shared with other agencies (please be aware that Child Protection concerns and relevant legislation overrule any consent given).		
I give consent for my child to access support offered by the Additional Support Services which could include counselling, creative arts therapy, school health.		

External courses and outdoor activities will be timetabled as part of your child's curriculum. They are all approved and regulated by Creative Inclusion.

External Courses and Activities	Creative Inclusion Yes/No	External Activities Yes/No
I consent to my child accessing Creative Inclusion approved offsite course and activities as part of their timetable.		
I consent to my child using equipment and materials under supervision and after Health and Safety rules have been fully explained by the course leader.		
I consent to my child taking part in activities led by fully competent and/or qualified staff, that may involve fire, edged tools or adventurous activities e.g. canoeing, climbing and cycling.		
I consent for my child to be transported by a fully licenced and insured staff member.		

Creative Inclusion may offer sexual health sessions delivered by School Nurses or other trained professionals to all students. Should your child request access to this service they may be given contraception and/or morning after pill if appropriate, gain sexual health advice and guidance if requested.

Sexual Health	Creative Inclusion Yes/No	External Activities Yes/No
I acknowledge that a confidential sexual counselling service is available through Creative Inclusion.		N/A

**Signed by: (Parent/Carer):**

**Name in CAPITALS:**

**Date:**

# Medical Consent

Doctor's Practice	
Doctor's Name	
Telephone Number	
Does your child suffer from any health problems, if so, please give details. (Please indicate any special treatment)	
Permission to contact Doctor	Yes/No (Please delete if appropriate)
Do you give consent for us to contact other professionals who are involved with your child?	Yes/No (Please delete if appropriate)
Names and contact numbers of any professionals involved with your child, for example health visitors, speech therapists. If you provide these details we will contact them, letting you know of any approach we make.	
Please give details of any other problems/concerns of which the school should be aware to enable us to support your child. If you provide these details, we may contact other Health Care professionals and we will let you know of any approach we make.	
Please give details of any special requirements/medical conditions of parents/carers regarding access to the building or accessing information	

**Signed by: (Parent/Carer):**

**Date:**

# **IT Device and Network Acceptable Use Policy for Learners**

**Date approved:** September 2025

**Approved by:** Head of Provision

**Review Date:** August 2026

## **Introduction**

This acceptable use policy applies to all Creative Inclusion learners. It covers the use of all laptops, iPads or any other IT handheld device used in school and access to the IT Network including emails.

Staff may also set additional requirements for use within their learning rooms. The use of IT devices, Creative Inclusion's Network and email system, and email by learners is permitted and encouraged where such use supports the goals and objectives of Creative Inclusion.

Learners must follow the conditions described in this policy when using ICT networked resources including: the network and Internet access. All network activity is closely monitored by staff. Breaking these conditions may lead to:

1. Withdrawal of the learner's access;
2. Investigation of the learner's past network activity;
3. In some cases, criminal prosecution.

Creative Inclusion will not be responsible for any loss of data as a result of the system or learner mistakes in using the system. Use of any information obtained via the network is at the learner's own risk.

## **Conditions of Use**

All learners must comply with the terms and conditions of the General Data Protection Act 2018. Learner access to the networked resources is a privilege, not a right. Learners will be expected to use the resources for the educational purposes for which they are provided. It is the personal responsibility of every young person to take all reasonable steps to make sure they follow the conditions set out in this Policy. Learners must also accept personal responsibility for reporting any misuse of the network to a staff member.

## **Acceptable Use**

Learners are expected to use the network systems and equipment in a responsible manner. The following rules must be followed in addition to any rules that staff may request.

1. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
2. I will ensure that if I think someone has learned my password then I will immediately speak to my Key Worker.
3. I will ensure that I log off after my network session has finished.
4. As a learner I represent Creative Inclusion and will use appropriate language in all settings.
5. I will ensure that I log off after my network session has finished.
6. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
7. I understand what Cyber Bullying is and I will not be involved.
8. I will not distribute, access or store images, text or materials that might be considered indecent, inappropriate, pornographic, obscene or illegal.
9. I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring Creative Inclusion into disrepute.
10. I will not use language that could stir up hatred against any ethnic, religious or other minority group.
11. I will not trespass into other users' files or folders.
12. I understand that files held on Creative Inclusion's network will be regularly checked by the IT manager or other members of staff.
13. If I find an unattended machine logged on under other users username I will not continuing using the machine – I will log it off immediately.



14. I understand that I am not allowed access to social media or chat rooms and should not attempt to gain access to them unless instructed to do so as part of a lesson by a member of staff.

15. I am aware that e-mail is not guaranteed to be private.

Messages supporting of illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.

16. I will not transmit unsolicited commercial or advertising material (SPAM).

17. I will not access copyrighted information in a way that violates the copyright.

18. I will not use the network in any way that would disrupt use of the network by others.

19. I will not introduce "USB drives" or other portable devices into the network.

20. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.

21. I will not attempt to download and/or install any unapproved software, system utilities or resources from the Internet.

22. I understand that learners under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated. This includes the use of webcams.

23. I will not attempt to harm or destroy any equipment, work of another user on the network, or even another website or network connected to Creative Inclusion's system.

## **Users Responsibilities**

Lap tops and iPads are vulnerable to misuse. Learners must also agree to the following rules of use.

1. I will not drop or place anything heavy on top of the device.
2. I will not attempt to dismantle or deface any equipment I am using
3. I will not photograph or record any other person, without that persons' consent.
4. I will not subject any IT device to extreme heat or cold.
5. I will make sure that the device is kept safe when I am using it.
6. I will not share my device with others unless I am directed to do so by a staff member.

## **Monitoring**

Creative Inclusion accepts that the use of IT and emails are valuable learning tools. However, misuse of these facilities can have a negative impact upon learner productivity and the reputation of the organisation. In addition, all of Creative Inclusion's resources are provided for educational purposes. Therefore, Creative Inclusion maintains the right to examine any systems and inspect any data recorded in those systems.

E-mails will be periodically deleted to create space upon the network. In order to ensure compliance with this policy, Creative Inclusion will use monitoring software in order to check upon the use and content of emails periodically. Such monitoring is for legitimate purposes only.

## **Mobile Phones**

1. Mobile phones will not be allowed to interrupt learning in the classrooms.
2. All learners will be expected to keep mobile phones out of sight so that learning is not interrupted.
3. We believe this is a very reasonable policy and learners will not be allowed to take part in sessions until they adhere to this expectation.

## **Consequences**

If a learner is found to have breached the policy their email account, access to equipment and or network usage will be withdrawn for a period of time. The actual time penalty applied will depend on the seriousness of the breach and the learner's record. In addition to this contact will be made with parents/carers to notify them of our concerns.

## **Agreement**

All learners who have been granted the right to use Creative Inclusion's email services are required to sign the agreement confirming their understanding and acceptance of this policy.

I, ..... (learner name) agree to comply with the terms of this policy and understand that if I do not then my e-mail account and/or network access will be withdrawn.

..... (learner signature) .....(date)

The signed copy of this policy is to be kept in the learner's file.

## **Expectations when using NBN transport**

**We must all behave responsibly to ensure our own safety and that of others when travelling in one of our vehicles. This means that:**

- You are not allowed to eat or drink when travelling in an NBN vehicle.
- You must always wear a seatbelt on every journey.
- You must not use abusive, rude or disrespectful language inside or outside the vehicle.
- On trips you must stay with staff at all times.
- If you feel like you need the vehicle to stop so you can get out then ask a member of staff to have the vehicle stopped as soon as it is safe to do so.



## **Your Views**

Thank you for going through this Welcome Pack. We hope you found it helpful.

This is your pack to keep so you can read it anytime. Could you please answer these questions to help us to help others who are new to Creative Inclusion.

**1.** Did you find this pack easy to read?

Please circle your answer:    **Yes**            **No**

**2.** Is there anything you would like to see in this pack that is not already in it?

Please circle your answer:    **Yes**            **No**

If Yes, then please tell us what you would like to see in this pack. Write your ideas in the space below.



## **Useful Contact Details**

### **Joanne Vance - Designated Safeguarding Lead**

JVance@newbeginningsnorth.org

07398 824988

### **Linsay Hanlon - Designated Safeguarding Lead**

LHanlon@newbeginningsnorth.org

07983 600555

### **Childline - 0800 1111**

ChildLine is a private and confidential service for children and young people up to the age of nineteen. You can contact a ChildLine Counsellor about anything - no problem is too big or too small.

### **National Youth Advocacy Service (NYAS) - 0808 808 1001**

Offering information, advice, advocacy and legal representation to children, young people and vulnerable adults through a network of dedicated paid workers and volunteers throughout England and Wales. Through these services NYAS provides a safety net for children, young people and vulnerable adults, who have nowhere else to turn.

## **Your Rights - 0800 528 073**

This is a guide for children and young people to explain what the Children's Rights Director and his teams do to advise and assist individual children and young people.

## **Ofsted - 0300 123 1231**

Ofsted Inspectors make sure that Organisations like New Beginnings North are following all the rules set by the Government, to make sure that children and young people are kept safe, and all their needs are met.

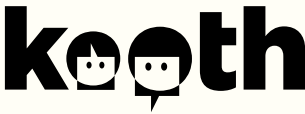
## **Mental Health Resources**

Need someone to talk to? Always reach out to ask for help if you feel that you need help. Here are some organisations you can contact free of charge for help and support.

  
fighting for young people's mental health  
[www.youngminds.org.uk](http://www.youngminds.org.uk)

  
supporting teenage mental health  
<https://stem4.org.uk>

  
[www.ditchthelabel.org](http://www.ditchthelabel.org)

  
[www.kooth.com](http://www.kooth.com)

  
[www.thegoodgrieftrust.org](http://www.thegoodgrieftrust.org)

  
[www.themix.org.uk](http://www.themix.org.uk)