



# Staff Handbook 2022-23



DN COLLEGES GROUP

# About Us

This guide has been produced by the International Team. We are the office within the college group that provides the administration for international programmes – currently the Turing Scheme and Erasmus+, and we are also available to give general, non-academic advice to individual students about study and work placement opportunities abroad.

We attend to students at our office, located at the Doncaster College 'HUB' campus, please drop by, and see us with any questions you may have, or get in touch via email: [international.team@dncolleges.ac.uk](mailto:international.team@dncolleges.ac.uk).

Thank you!

**DN Colleges Group – International Team**



**DN COLLEGES GROUP**  
**INTERNATIONAL**



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*Every effort has been made to provide both accurate and comprehensive information. However, this is only meant as a guide and as regulations surrounding the Erasmus+ and Turing Scheme programmes are always in development, we cannot accept liability for inaccuracies in, or changes to, the information provided.*



# Introduction

The purpose of this handbook is to provide practical information to advise staff of the training opportunities overseas via the Erasmus+ programme and to assist as accompanying adults in the execution of safe and successful work experience programmes abroad. Clearly, however, all concerned need to appreciate that no set of guidelines or rules can cover every possible set of circumstances and much depends on the exercise of common sense and sound judgement of accompanying adults.

The handbook does not seek to cover planning arrangements before the visit, as these are communicated to accompanying adults at a pre-departure briefing. It should also be noted that it does not intend to replace statutory regulations but will compliment DN Colleges Group Educational visit procedures.



# Erasmus+ Staff Opportunities

## 1. Eligibility

The Erasmus+ programme is the European Union's (EU) funding programme for education and training, youth, and sport. It is the largest programme worldwide to promote student and staff mobility for study and work placements. Doncaster College has participated in the Erasmus programme since 2009 with North Lindsey College joining the programme following the merger of the two colleges to form the DN Colleges Group in November 2017.

The overall programme objectives are to:

- Boost skills and employability
- Modernise education, training, and youth work
- Improve opportunities for young people

The Programme is provided with funding from the European Commission via the British Council, who are the UK's National Agency.

### Eligibility for Staff (Teaching)

Academic staff who are employed by the College or University Centres are eligible to participate on the Erasmus+ scheme for teaching placements. To be eligible staff must hold a contract of employment with the DN Colleges Group. Opportunities to teach abroad with Erasmus+ are available in education institutions operating at all levels.

### Higher Education

Erasmus+ also supports teaching periods at higher education institutions abroad. If you work in higher education, you can spend time teaching at an institution in an Erasmus+ Programme or partner country.

## **Eligibility for Staff (Training)**

All College and University Centre employed academic and administrative/support staff are eligible to undertake a staff training placement in another institution or appropriate organisation abroad. This activity supports the professional development of teaching and non-teaching staff as well as the development of involved institutions. It may take the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution, or at another relevant organisation abroad.

## **Please Note**

All applications for Erasmus+ teaching or training placements must be submitted in advance of visits taking place. We will not be able to fund or consider any retrospective applications.

If you have established that you fulfil the requirements outlined above and are therefore eligible to take part in any of the programmes, please note the following key facts:

- A Teaching placement abroad has a requirement of a minimum of 8 hours teaching per week or part of the week. If teaching hours are less than this, then we will not be able to fund your visit.
- A placement abroad (whether training or teaching) needs to fulfil a minimum duration requirement of 2 days and a maximum duration requirement of 2 months (NB our current contract allows for a maximum 5 days only).

All documentation needs to be in place before a staff member can go abroad under the Erasmus+ scheme. This also needs to be signed off by your line manager or director. If the documentation is not completed prior to departure, then funding for the period abroad cannot be given.

All required documentation is available to download from the Staff Development intranet.

Upon returning from a period abroad a staff member will receive an automatic email inviting them to complete a survey for the European Commission. This survey must be completed as a requirement of Erasmus funding.

## 2. Testimonials

**“The impact of the trip was to witness and discuss similar and different teaching approaches. To meet future placement opportunities for students from all courses within DN Colleges Group. The benefits were extremely noticeable, firstly as a teacher I could see how students can gain a holistic experience which would be priceless for their development. Seeing the city, culture and accommodation supported the confidence and understanding I have which can be used to engage students.**

**I have already shared my experience with my fellow members of staff and with sport groups who would meet the criteria to visit in the future.**

**It was deeply enriching, motivating and positive experience which provided memories, I only hope and can imagine what it could enable for students at DN Colleges Group.”**

**Mark Devergori, Doncaster College**

### **More Information**

Mark is a Lead Practitioner, Course Leader & Tutor in Sport, Physical Activity and Exercise based at Doncaster College. In January 2020, Mark took part in the Erasmus+ Staff Training programme visiting our partners at the Šolski Center in Ptuj, Slovenia.

Mark travelled alongside Liam Marsh from the International Team and the pair flew from Heathrow to Zagreb in Croatia. From there, colleagues at our partner school arranged a transfer over the border into Slovenia.

The duo spent 4 nights in Ptuj, job shadowing their Slovenian counterparts, witnessing different approaches to teaching, interacting with students, and exploring the city and neighbouring towns.

You can read more about the visit by scanning the QR code.







## 3. Paperwork

### Prior to Travel

Please note that different documentation is required depending on whether staff will be going on a Teaching/Training Placement or Accompanying Student Mobilities.

### Teaching/Training Placements:

- Expression of Interest form
- Grant Agreement
- Mobility Agreement
- Completion of a Medical Form
- Staff Development form
- Confirmation in writing from line manager/director

### During Mobility

- Participant Certification (You should request this from the host partner/organisation)
- Expenses Log (All receipts must be kept – Erasmus funding does not cover certain expenditure such as alcohol or souvenirs/gifts)

### Upon Return

When staff have returned from their period abroad the following should be completed:

- Online Mobility report (staff will receive automatic invite from the European Commission)
- Internal college feedback form

## 4. FAQ's

### **How much money will I be allocated?**

The money you will be allocated depends on the distance you will be travelling and the country you will be staying in. Please contact the International Team for further information on travel and subsistence grants so you can get an idea of the amount of funding you will be allocated. Final figures will be confirmed to you once your period of mobility is finalised.

### **How do I book my travel and accommodation?**

Once all paperwork has been received by the International Department relating to your period abroad, the team will assist by booking all the travel and accommodation based on suitability, personal and funding requirements.

### **How do I claim expenses?**

When abroad under the Erasmus+ programme you should retain all receipts for any expenses. You will be allocated with your full funding allowance prior to travel; however, the International Department will advise your daily allowance. You will be expected to keep a daily expenses log and any remaining funds/all receipts should be handed to the team on your return. The team will then send your expenses log and receipts onto Finance for processing.

### **Where can I go?**

Erasmus+ currently cover 32 countries in Europe (outside the UK). You should identify what you want to do and where you want to go before you apply. The School Education Gateway and the Staff Week Search are European Commission (EC) portals where you can find staff development opportunities. You can also ask the International Team; we can help to locate a suitable organisation to host you for teaching/training opportunities.

### **Do I need to do anything else?**

We will ask for feedback, including letting us know how you have, or plan to disseminate the experience both within and outside College. From time to time, we may also ask for participants to be involved in promoting Erasmus+ opportunities within the College.

# Accompanying Student Mobilities

## 1. Orientation

On arrival in the host country the accompanying adult, with the students, should familiarise themselves with the area, identifying bus stops/routes, post office, telephone boxes etc. and other landmarks to minimise the risk of students getting lost. Wherever possible obtain maps of the local area/ bus routes and spend time mapping out work placement routes (where appropriate). In addition, the accompanying adult should find out where/if there are any danger zones/no go areas, so that the students can be advised accordingly.

## 2. Risk Assessment

Although a risk assessment will have been undertaken for the programme, risk assessment does not end when the visit begins. Changes to the itinerary, changes to the weather, incidents (whether minor or major), staff illness – all or any of these may bring students face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

The accompanying adult should therefore make an ongoing assessment of risk while the visit is taking place. This normally consists of judgements and decisions made as the need arises. They are not usually recorded until after the visit. They should be informed by the generic visit or site-specific risk assessments. All staff are required to be up to date with the mandatory safeguarding training.

It is good practice to have briefings each night to take stock and assess the circumstances for the next day, and to spend time early the next morning (where appropriate) explaining arrangements to the students.

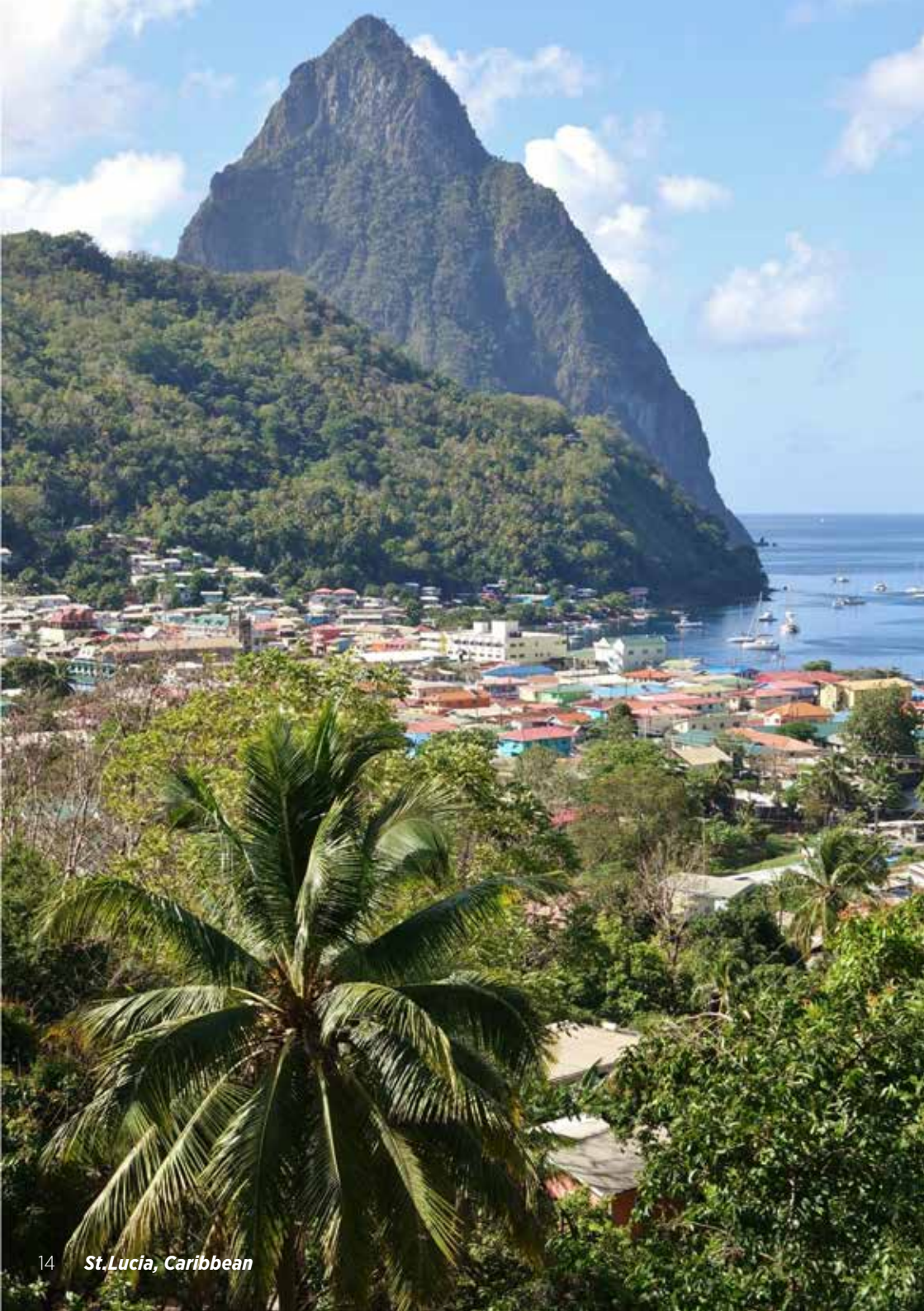
### 3. Excursions/visits or change to programme

If organising cultural visits as extra activities during the work placement period check the local weather forecast:

- To inform decisions on appropriate clothing
- Seek local knowledge of potential hazards, e.g., tides, rivers/streams prone to sudden increases in flow
- Difficult terrain
- Crossing points for road, rail, or water.

Good forward planning will always include alternative plans in case the itinerary needs to be changed:

- A flexible itinerary can allow activities from later in the visit to be substituted for earlier activities if those are prevented by unexpected circumstances
- Accompanying adults faced with potential difficulties will feel more confident to change the itinerary if a pre-assessed alternative is available
- Regardless of whether alternatives have been pre-assessed, always take time to reassess risks if the itinerary changes
- On arrival at an alternative site or activity that has not previously been risk assessed, we recommend that the accompanying adult should risk assess the situation before allowing the students to participate in the activity
- An unknown location might involve hazards not covered in the original risk assessment, for example if the original intention to visit a land only site must be changed at short notice to a lake or seaside location.



## 4. Emergency Procedures

If an emergency occurs during the overseas work experience programme the accompanying adult should maintain or resume control of the group overall.

The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention
- Ensure that the casualty/casualties are accompanied to hospital with any relevant medical information, and that the rest of the group are adequately supervised and kept together
- Notify the police if necessary
- Ensure that all group members who need to know are aware of the incident
- Ensure that all group members are following the emergency procedures – revise procedures as necessary
- Inform the DN Colleges Group contact. A contact number for the college should be always accessible during the visit.
- Inform the host organisation. A contact number for the host organisation should be always accessible during the visit
- Details of the incident to pass on to the DN Colleges Group contact should include: nature, date, and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
- The DN Colleges Group contact should notify parents, providing as full a factual account of the incident as possible
- Notify insurers, especially if medical assistance is required
- Notify the British Embassy/Consulate if an emergency occurs abroad
- Ascertain phone numbers for future calls. Try not to rely solely on mobile phones.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times, and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media. Names of those involved

in the incident should not be given to the media as this could cause distress to their families. Refer media enquiries to a designated media contact at DN Colleges Group

- No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the DN Colleges Group contact
- Access the beneficiary's Global Health Insurance Card (or EHIC if applicable).
- Keep receipts for any expenses incurred – insurers will require these.

## 5. Reporting of Accidents & Illness

Any accidents that occur on a work placement programme should be reported in the same way as an accident taking place at a DN Colleges Group site – i.e., it should be logged using the DN Colleges Group Accident Reporting Tool and the appropriate persons contacted where necessary and in the case of serious accident/illness the emergency procedures should also be followed. In the event of a serious accident the DN Colleges Group contact must be informed immediately.

## 6. Student Supervision

Accompanying adults should ensure that students continue to be properly supervised during 'downtime' (free time) before, between and after activities, including the evenings. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group. It is good practice to:

- Ensure that students understand the standards of behaviour that always apply, not just during activities
- The supervisory role of an accompanying adult continues in the evening
- Use down-time in the evening or at the beginning of the day to brief the group on the planned activities for the day to come, e.g., the planned learning outcomes, specific health and safety issues, meal, and break times etc.
- Use down time after activities for individual reflection on personal learning outcomes, and group discussion about the highs and lows of the day



- Apply the advice contained in 'Remote Supervision' below, adapted as necessary, if it is felt reasonable to allow students some time without close supervision
- Occupy the group with mildly active, non-academic activities in the evening, e.g., group socials, environmental activities, quizzes, team challenges, led-walks, work on the student logbook etc.

## 7. Remote Supervision

Supervision can be close or remote but is always 24 hours. Close supervision occurs when the group remain within sight and contact of the supervisor; remote supervision occurs when, as part of planned activities, a group works away from the supervisor but is subject to stated controls.

Accompanying adults should be always aware of student's whereabouts.

Where students have 'agreed free time' the accompanying adult should obtain full details of the activities they will be engaging in, the location/address of where they will be, and a curfew time given. Students should report to the accompanying adult once the free period is over. In the case of 'free evenings' the accompanying adult should ensure that all students are safely settled at their accommodation at the end of the evening. It is also important that the accompanying adult should let the students know where they themselves will be and how they can be contacted (during this remote supervision period and if/where possible a telephone contact number should be given).

### **In Summary:**

The accompanying adult should be present though not necessarily near or in sight, but their whereabouts are known.

- Down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but should not be unsupervised – the accompanying adult continues to be in charge
- It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

## When Supervision is Remote:

- Students should not go out in groups of less than two (preferably three)
- Students will be familiar with the environment or similar environments and have details of the rendezvous points and the times of rendezvous
- Clear and understandable boundaries will be set for the group
- There must be clear lines of communication between the group, the accompanying adult and the DN Colleges Group contact. Do not rely exclusively on mobile phones
- The accompanying adult should monitor the group's progress at appropriate intervals
- The accompanying adult will be in the activity area and able to reach the group reasonably promptly should the group need support in an emergency
- There should be a recognisable point at which the activity is completed
- There should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

## 8. Evenings

If students are less than 18 years of age accompanying adults should ensure that:

- Accompanying adults (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the student's accommodation
- There is an accompanying adult present on that floor whenever the beneficiaries are there (where possible/practicable)
- Child protection arrangements are in place to protect both students and accompanying adult
- Where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits
- In the absence of 24-hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion
- Where possible, internal doors are lockable but accompanying adults should always have reasonable access to the beneficiaries' accommodation
- Where student's doors are locked, accompanying adults have immediate access, as necessary, to a master key

For all students, accompanying adults must ensure:

- Students should know the emergency procedures/escape routes in the event of a fire
- Where windows and doors are locked against intrusion at night, alternative escape routes are known and that all fire doors function properly

## 9. Supporting Students

Whilst students are undertaking their work experience programme, should there be any difficulties in the workplace, or any other general difficulties, the accompanying adult will be their first port of call. Where workplace difficulties arise, placement visits can be used as an opportunity to iron out any problems. Host partners will also be on hand to assist with placement, accommodation or other problems relating to the programme where necessary.

The accompanying adult will act as liaison between the student and employer (where necessary) and the host partner.

It is good practice for the accompanying adult to formally meet with the group at least twice a week (in the evenings) for a short period. The sessions can be used for students to give general feedback on the programme to date and the Student Logbook should be used for this review and evaluation. This will also help to avoid/ minimise problems with home sickness or other issues.

## 10. Monitoring Placements

Placement visits can be used to check that there are no health and safety issues. The number and frequency of these visits will depend on the length of the placement programme. On the first day of the placement, the student together with the accompanying adult and supervising member of staff from the work placement location will complete the 'Health and safety on Work Placement' section of the Student Logbook. It would be good practice to visit a student on a 2-week placement at least 3 times, once near the start of the placement period.



## 11. Discipline – Code of Conduct

In the event of a student misbehaving, they should be reminded of the Code of Conduct that they (and their parents/guardian if applicable) have signed and agreed to. If a student's behaviour continues to be unacceptable, the DN Colleges Group contact should be contacted, and the decision made as to whether the student should be returned to the United Kingdom (see Code of Conduct). Where a student is under 18 years old, the parent/guardian will be asked to collect their son/daughter from the host country at their own expense.

1. Where students are accompanied, they are always accountable to the responsible adult/s.
2. Students are expected to always behave in a mature and responsible manner, this being reflected in a positive and professional approach to all activities.
3. During free time in the evenings, students should take all reasonable safety precautions, staying together in minimum group sizes of two, ideally three. They should keep accompanying adults informed of their whereabouts (where applicable) and accompanying adults should remain in an agreed central location as a point of contact.
4. Any reports of adverse behaviour, noise, inconvenience, or lack of consideration for others, damage to property, etc, may result in a student being returned to the United Kingdom at their own (or parents/guardian's) expense.
5. Any student involved in serious misconduct will be sent home at parents'/guardians or their own expense. In the case of under 18-year-olds, this may mean parents travelling out to the host country to collect their son/daughter.
6. Any student who becomes aware of any activity that may reflect badly on the group or DN Colleges Group, or may put others at risk in any way, is required to report the matter immediately to the accompanying adult.
7. Students will be expected to fully meet the requirements of the work placement. They will be expected to go to work when asked, they should be on time and complete tasks set in an enthusiastic and responsible manner in line with the standards and expectations outlined by their supervisors.
8. Students should not go on any trips, other than those pre-arranged by the accompanying adult or host organisation without seeking authority from the accompanying adult or the host organisation first.

## 12. COVID-19 Guidance

For up-to-date Covid-19 guidance please refer to the latest Government guidance at all times. Prior to trips overseas, all participants need to be aware of the latest advice of the host country. Covid-19 incidents whilst overseas need to be reported ASAP to the International Team so that the contingency plan can be activated.

The college contingency plan will be briefed to all travelling staff and relevant insurance details will be shared prior to departure.

As the situation surrounding Covid-19 changes, so will our response. All up to date information surrounding Covid-19 and international travel will be communicated accordingly.

### Declaration

By my signature, I acknowledge that I have read this document, understand my role, and agree to the policies and procedures involved whilst on an international mobility (whether staff mobility or as accompanying staff) as defined in this handbook and/or outlined at the pre-departure meeting.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

# Appendices

## I. Useful Websites

Organisation	Description	Website
Foreign & Commonwealth Office (FCO)	British Government department responsible for overseas relations and foreign affairs. Useful for information about situations abroad that could affect your travel.	<a href="http://gov.uk/foreign-travel-advice">gov.uk/foreign-travel-advice</a>
Erasmus+ Programme	Details about the Erasmus+ programme.	<a href="http://erasmusplus.org.uk/">erasmusplus.org.uk/</a>
The Turing Scheme	The Turing Scheme is the UK government's scheme to provide funding for international opportunities in education and training across the world.	<a href="http://turing-scheme.org.uk/">turing-scheme.org.uk/</a>
The European Agency for Development in Special Needs Education	A network of contact persons, who are available to answer questions and give advice on issues concerning special equipment and facilities for disabled students.	<a href="http://european-agency.org/">european-agency.org/</a>
Travel Health Advice	Tips and guidance on how to stay healthy abroad.	<a href="http://travelhealth.co.uk/">travelhealth.co.uk/</a>
Worldwide Organisations	List of British Embassies and Consulates.	<a href="http://gov.uk/world/organisations">gov.uk/world/organisations</a>
Café Babel	General information on world and European current affairs.	<a href="http://cafebabel.co.uk">cafebabel.co.uk</a>
School Education Gateway	Catalogue of professional development courses for schoolteachers and staff. tools and information for schools to prepare their Erasmus+ applications.	<a href="http://schooleducationgateway.eu/en/pub/opportunities.htm">schooleducationgateway.eu/en/pub/opportunities.htm</a>
Staff Week Search	Information about training activities for university administrative and technical staff organised in Europe.	<a href="http://staffmobility.eu/staff-week-search">staffmobility.eu/staff-week-search</a>

## II. International Team Contact Details

Name	Job Title	Email Address	Contact Number(s)
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### International Team

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**[www.don.ac.uk/student-information/international/](http://www.don.ac.uk/student-information/international/)**

**Facebook:** DN Colleges Group International

**Twitter:** @DNCollegesInt









**DN Colleges Group is a major education provider in South Yorkshire, Greater Lincolnshire, and the Humber Region, incorporating Doncaster College and North Lindsey College. Every year, we inspire thousands of students to develop skills that will help them reach their full potential.**

**We provide opportunities for our students and staff to experience life and work abroad, organise visiting international students and staff work opportunities in Doncaster / Scunthorpe and support applications from international students.**



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**[www.don.ac.uk/student-information/international/](http://www.don.ac.uk/student-information/international/)**

This guide is for staff members of DN Colleges Group only.

