

GEM Partnership Ltd External Venue Policy

1. Introduction

- 1.1 Ensuring we provide a resourced, safe and secure environment in training and recruitment activities is essential for successful delivery. It is important that the Senior Management Team ensures the following policy is in place before any training or recruitment activity takes place. It is the responsibility of the Trainer(s) and Consultant(s) to ensure and maintain a suitable delivery environment as part of their training plan or recruitment activity. It is essential all staff involved in delivery are aware of this policy.

2. Purpose

- 2.1 The purpose of this policy is set out to provide Guidance and Procedures on:
 - 2.1.1 Providing a safe recruitment environment for interviews or other recruitment based activities
 - 2.1.2 Providing a safe learning environment.
 - 2.1.3 Providing a learning environment free from distraction/disturbance.
 - 2.1.4 Preventing equipment loss or damage.
 - 2.1.5 Protecting employees, learners, candidates, contractors or temporary workers

3. Health and Safety

- 3.1 GEM Partnership delivers Recruitment activities, training in both a vocational environment, public hired venue and GEM Partnership facilities. Each venue will offer its own risk dependent on a number of factors:
 - 3.1.1 Location
 - 3.1.2 Nature of training.
 - 3.1.3 Nature of business and their own Health and Safety requirements.
 - 3.1.4 Timings.
 - 3.1.5 Equipment involved in training delivery.
- 3.2 Due to the reactive nature of customers' needs and requirements GEM Partnership must be flexible in its approach to facilitate training in a safe and secure environment. Assessing each facility based on the factors outlined in clause 3.1, at the start of any training event. The Following procedure must be adopted before any training/activity is conducted:
 - 3.2.1 A review of the training facility/classroom to assess its ability to deliver the planned program.
 - 3.2.2 A Health and Safety assessment of the site where training is to be conducted.
 - 3.2.3 Establish Policies and Procedures required by the host location/place of work in relation to Health and Safety (Fire/Accidents/COSHH).
 - 3.2.4 A Health and Safety assessment of the facility/classroom where learning will take place.
 - 3.2.5 Personal Protection Equipment (PPE) requirements for training/activities.
- 3.3 Health and Safety vetting for client and external venues can be found on the following jot form link;
 - 3.3.1 <https://form.jotform.com/253202175758054>

4. Suitability of Venue

- 4.1 The location and type of venue/work place facility is important to ensure the planned recruitment activity/training can take place with the minimum disruption. This includes venues in the work place. Before confirming any training/activity, the following assessment must be made:
 - 4.1.1 Does the venue meet the requirements of recruitment activity/training delivery plan?
 - 4.1.2 Does the venue have concurrent activities and how will this affect the recruitment activity/ training?
 - 4.1.3 Is the area free from outside noise or distraction?
 - 4.1.4 Is the location in a live work environment?
 - 4.1.5 Does the PPE involved in recruitment activity/training effect the delivery method in any way?
 - 4.1.6 What control measures need to be put in place?
- 4.2 Does the environment provide a safe and confidential environment for recruitment activities/training enrollment?

- 4.3 A risk assessment must be conducted before a decision on the suitability of venue is made, detailing the risks and control measures required. If the risk assessment does not meet the requirements of the planned recruitment activities/training plan then an alternative location must be used, or a signature from a responsible person must be sought to confirm acceptance of risk in training/activities.

5. Equipment

- 5.1 The security of GEM Partnership equipment and resources is paramount to ensure we can deliver quality training in a reactive manner, the loss or damage to equipment will provide additional burden to costs, quality of training provision, ability to facilitate training and a reduced learning experience.
- 5.2 Equipment can be categorised as the following:
- 5.2.1 Equipment used to aid lesson planning and simulation.
 - 5.2.2 Equipment used to aid the delivery of instruction (Projector, Flip charts etc).
 - 5.2.3 Equipment required to carry out the role, training is designed for.
 - 5.2.4 Equipment used for registration of candidates (tablets, mobile phones)
- 5.3 The following points must be adhered to when using GEM Partnership equipment and resources:
- 5.3.1 All Equipment/Resources are to be held centrally within a GEM Partnership Facility.
 - 5.3.2 All Equipment must be checked for serviceability and suitability before being signed out.
 - 5.3.3 Equipment must be used in accordance with their intended use, in line with your lesson/training plan.
 - 5.3.4 Resources and equipment(s) must have been included in any risk assessment carried out as part of your training plan.
 - 5.3.5 During learning induction and introduction, learners must be briefed on the rules of use of the equipment in use. Due to the differing nature of training, trainers are to include this in their lesson planning.
 - 5.3.6 During client induction's/recruitment activities, candidates must be briefed on the rules of use of the equipment in use.
 - 5.3.7 Equipment must be secured at all times and free from distraction unless used as part of training/activity or a lesson.
 - 5.3.8 Electronic equipment must be PAT tested by GEM Partnership as required by law.
 - 5.3.9 Equipment must be returned as soon as possible after training/activity event has taken place and faults reported promptly.

6. Equipment Security

- 6.1 The security of GEM Partnership equipment is vital to protect against, loss, data loss and a reduction in our training provision. The loss to equipment creates an unacceptable risk to all training activities. The following measures have been put in place to ensure the security of equipment/resources.
- 6.2 When using a public venue or work place facility other than a GEM Partnership controlled area, you cannot guarantee security. The responsibility must sit with the venue Host. It is unviable to conduct a security assessment of all venues we work with. The responsibility for equipment sits with the trainer/consultant user. The following must be adhered to when using equipment, paperwork and resources.
- 6.2.1 Equipment, paperwork and resources must be placed in a secure location when not being used.
 - 6.2.2 No equipment, paperwork or resources are to be left unattended at any time.
 - 6.2.3 No external host/learner is to have access to any materials unless attended and used in conjunction of the training provision taking place.
 - 6.2.4 No equipment, paperwork or resources are to be secured in a public hosted venue or work-based provider overnight.
 - 6.2.5 It is the responsibility of the signature of the equipment to ensure its security, any loss or damage must be reported immediately.

7. Learner, Candidate, Contractor and Temporary Worker Safety

- 7.1 It is GEM Partnerships responsibility to provide a safe and secure environment for training and recruitment activities, but also to take into account external/internal factors. The safeguarding of learners and candidates is vital and we will identify:
 - 7.1.1 Safeguarding issues.
 - 7.1.2 Behavioral issues in the training/activity environment, (Bullying, Abuse etc).
 - 7.1.3 External threats to learners such as actions on an attack on a venue.
 - 7.1.4 Grooming activities.
 - 7.1.5 Radicalization and opinions not meeting the requirements of British standards and values.
 - 7.1.6 Modern slavery and trafficking issues
- 7.2 Trainers and Consultants are to be aware of the requirements, signposts and procedures for reporting threats to the facility/classroom by issues mentioned above. Further advice and guidance can be found in the GEM Partnership Safeguarding, Prevent, British Values, Modern Slavery and Training Management policies.
- 7.3 All trainers/Consultants are to be aware of public hosted venue/work-based facility policies and procedures in the event of a terrorist/industrial incident and include in lesson planning, communicated to learners/candidates and/or reported as part of the course close down procedure for future reference.

8. Summary

- 8.1 The equipment, resources and paperwork we utilise to facilitate training and recruitment activities are the tools by which we can offer an outstanding service to learners, candidates, contractors, temporary workers, employers and partners. By assessing and identifying risks, whilst protecting ourselves, will reduce the risk to GEM Partnerships costs, effectiveness, quality improvement and standard of delivery. It is the responsibility of all staff to apply this policy and adhere to its procedures.

9. Associated Policies and Procedures

- 9.1 Gem Partnership Health & Safety Policy
- 9.2 Gem Partnership Prevent Policy
- 9.3 Gem Partnership Prevent Risk Assessment
- 9.4 Gem Partnership British Values Policy
- 9.5 Gem Partnership Safeguarding Children & Vulnerable Adults Policy
- 9.6 GEM Partnership Modern Slavery Statement
- 9.7 GEM Partnership Modern Slavery and Remediation Policy
- 9.8 GEM Partnership Responsible Recruitment Policy