NLE | 2024

NAUTICAL LEADERSHIP EXPERIENCE

COURSE PACK

UWC ATLANTIC EXPERIENCE

TRINITY HOUSE

AALA ADVENTURE ACTIVITIES LICENSING AUTHORITY

WELCOME NOTE

Dear participants and families,

Welcome to the Nautical Leadership Experience (NLE).

NLE is an intensive programme that will enable you to prepare yourself for a career in the maritime industry.

Our team nurtures an environment where programme participants can grow to become changemakers needed in today's world, by experiencing, internalising and reflecting on the UWC core values. The vision of NLE is to equip young people with the leadership skills and experiences needed to make a positive impact.

NLE is funded by Trinity House and will be attended by young people from diverse backgrounds from across the world. This represents a unique opportunity to share experiences and forge friendships whilst all having a similar interest in joining the nautical industry.

To ensure the course is right for you, please read this document carefully. Should your application be successful, the contents of this document form part of our terms and conditions for enrolment onto NLE 2024.

Jessica Moon Bowen
Activities Team Leader, NLE Programme Leader
On behalf of the Nautical Leadership Experience Team
www.uwcatlanticexperience.com/nle

CONTENTS

- Location and Contact
- Travel Information
- Visa and Insurance
- What to Bring
- Medication and Valuables
- Dietary Requirements
- Accommodation
- Code of Conduct
- Basic School Rules
- Contacting Home
- First Aid
- Unsupervised and Free Time
- Information Guidance
- Safeguarding
- Frequently Asked Questions

Please read the information carefully and contact us if you have any concerns. Please use this checklist to prepare for the programme. The boxes that are left empty are for you to complete and help you plan.

CHECK LIST (Please check carefully prior to departure)	**WHEN**
Book travel	ASAP from confirmation
Purchase any additional travel insurance you may require	
Ensure you have all items in the suggested kit list	
Contact us should any of your personal and emergency details change prior to arrival	
Pack your bag (don't forget your travel documents)	
Get ready for NLE 2024!	**Now!**

LOCATION & CONTACT

Address: UWC Atlantic, St Donat's Castle, Llantwit Major CF61 1WF, UK (Wales)
Detailed travel information on how to get to UWC Atlantic by road or by rail can be found here: www.uwcatlanticexperience.com/get-in-touch/
Email: gle@uwcatlanticexperience.com
Telephone and 24hr emergency contact: +44 (0) 1446 799 000

TRAVEL INFORMATION

PARTICIPANT ARRIVAL | DIRECTLY AT THE COLLEGE

Participants must arrive directly at UWC Atlantic on 25th October between 2pm-6pm. Transport to and from the College is not included in the programme fee, therefore participants must make their own transport to and from the College. The parent/guardian is responsible for providing any pastoral care during transport outside of the course programme.
On arrival, you will need to check in with Main Reception, who will then direct you to the NLE team.

PARTICIPANT DEPARTURE | COLLECTION FROM COLLEGE

Participants must depart from UWC Atlantic on 3rd November between 12pm-2pm.

WHAT TO BRING

ESSENTIAL

- Appropriate clothing (day to day clothes) including warm options
- Loose-fitting clothing that can be worn for outdoors and sports activities, eg. tracksuit, hooded sweatshirts, shorts, leggings, etc.
- Towels (including beach/swimming towel)
- Waterproof jacket and hat or cap for the range of weather
- Hiking boots and suitable footwear for taking part in outdoor sporting activities

- Several changes of underwear/socks (complimentary laundry facilities available)
- Swimming costume
- Sports shoes
- Flip flops
- Sunscreen
- Wash kit (personal hygiene items)
- Pyjamas or similar sleeping clothes
- House shoes/slippers
- Laptop (please let us know in advance if you do not have one so that we can provide this for you)
- Medication (This must be declared on the Application Form and clear instructions for administration must be provided)
- Mobile phone charger and adapter plugs for the UK
- Alarm clock

OPTIONAL

- Musical instrument (if you have/play one and would like to bring it and share your musical talent with the rest of the group)
- Reading book, small board games, playing cards etc
- Personal journal/diary
- Camera
- Mobile phone
- Writing stationary
- Other waterproof clothing, e.g. waterproof trousers

Note (1): Wales is known for mild and wet Autumn, therefore, we can't stress enough the need for appropriate clothing as well as a waterproof jacket, a hat, and enough sunscreen to last the whole duration of the programme.
Note (2): All specialist equipment for activities will be provided by our staff, and we advise you not to bring your own.

MEDICATION AND VALUABLES

On arrival, we will ask you to give us your passports and any medication so that we can keep them stored in a locked, safe place at the College. You will not need your ID or passport at any time during the programme. Your medication will be distributed by our pastoral team as per the information provided in the medical form as part of the application form.

Please note:

- You are responsible for safely storing your own valuables (excluding passports and medication) in your lockable area and NLE takes no responsibility for any loss or theft.
- We strongly recommend you do not bring valuables or cash.
- In the case of bringing cash, we strongly recommend bringing a minimal amount.
- We strongly advise participants to bring debit cards that can be topped up by parents/ guardians online, NOT cash as many outlets in the UK are now contactless only.
- We cannot facilitate the transfer of money to participants.
- If participants bring cash, be sure to bring Pounds Sterling (UK currency only) as there is no facility to exchange money at the College and we can not provide external assistance to exchange foreign currency.
- If you bring cash or coins, please check that they are new and not old money as it will not be possible to go to a bank or post office to make the exchange. In the UK there is no requirement to carry a form of ID at any time so we will only release passports back to students on departure day.
- If participants are found in possession of any medication, including medication that can be bought over the counter in the home country, this would be referred.
- If the participant's medical status changes for any reason between the time of completing the application form and arrival, you must inform us immediately to allow us to consider any possible implications for participation in the course. Failure to inform us truthfully and accurately of such changes would result in an unacceptable compromise to our duty of care and the participant removal from the course. No refund or compensation of any kind would be given in these circumstances. Should the participant already be in the UK, parents/guardians would be entirely responsible for repatriation and all costs incurred.

DIETARY REQUIREMENTS

All dietary requirements and allergies should be indicated in the application form. If we do not receive this information from you, we assume you have no specific dietary requirements and you can eat meat, eggs, fish, nuts and dairy products. All main meals will be prepared by our catering team at UWC Atlantic and we can cater for a wide and diverse range of requirements so long as this is clearly specified prior to your arrival.

Our meals include a range of healthy options, including vegan, vegetarian and halal.
Hot and cold drinks, snacks and fruit will also be available throughout the day, and cereal, milk, toast and preserves will be available in the student houses throughout the whole duration of the programme.

Weather permitting, we will have several picnic-style meals outside; where cold food or a BBQ will be served.

Participants are welcome to bring any food or nibbles of their choice, but please do not bring any food which may contain nuts as the campus is strictly nut-free.

ACCOMMODATION

We will be using a student houses on-campus and each floor will be allocated according to gender. There are up to 4 participants to a room and rooms are pre-allocated by the NLE team with the aim to enhance your exposure to the diversity of participants present.

All participants are encouraged to socialise in the house day rooms, college common areas and outside, weather permitting and should participants require additional space under specific circumstances, such as a requirement to pray, this must be clearly identified on the application form in section 5.

Participants are strongly encouraged to respect each other's space, and not to access any other rooms, at any time. It is important that all participants respect this throughout the whole duration of the programme and ensure all participants and staff are made to feel comfortable at all times.

Note: If you have any concerns about any of the above, please contact us prior to arrival.

CODE OF CONDUCT

Our code of conduct is written to protect everyone on the NLE course and make sure that we all have a happy and supported experience.

We will not tolerate:

- Forceful projection of opinions
- Raised voices due to anger or strong feelings
- Impersonation or mockery
- Possession or use of cigarettes, alcohol or illegal drugs at any time either on or off Campus (the College is a completely smoke free zone)
- Bullying or persecution of any kind
- Inappropriate or foul language
- Violence
- Lack of respect for the general rules of the school
- Breach of health and safety rules and regulations
- Breaking our NLE course rules
- Theft

Anyone who breaks this code of conduct and causes distress to a fellow student or member of staff will be subject to the levelled rule breaking policy of the school.

BASIC SCHOOL RULES

- Do NOT add any member of staff to your social media account - they will say no!
- Please add @uwcatlanticexperience to your Instagram and feel free to tag us into photos using the hashtag #NLE2023
- Do NOT take a photo or video of anyone without their permission!
- Respect the buildings
- Respect the furniture
- Respect all staff
- Respect all activity providers
- Say 'please' and 'thank you' all the time, it is a part of British culture
- Be respectful towards all NLE course participants

SOCIAL INTERACTION

No violence/harassment/bullying of any kind towards participants, staff and members of the public will be tolerated on campus and off-campus throughout the whole duration of the course.

SEXUAL INTERACTION

No sexual interaction of any kind will be permitted on campus and off-campus throughout the whole duration of the course. Access to other participants' dorms will not be permitted. Participants are expected to use designated areas (eg. dayroom) to interact with each other when back in their houses.

PROPERTY AND LOCAL ENVIRONMENT

No damage to property and/or the local environment of any kind will be tolerated on campus and off-campus throughout the whole duration of the course. An inspection of the houses will be carried out before the course ends.

USE OF TECHNOLOGY

Free Wi-Fi is accessible on the campus to all participants, but participants are encouraged to limit its use in order to maximize face to face social interactions with peers.
Misconduct, including cyber violence/harassment/bullying using UWC Atlantic equipment and/or internet facilities, will not be tolerated throughout the whole duration of the course.

CONTACTING HOME

We would like you to be immersed in this once in a lifetime experience. Make the most of every moment and live in the present! Try to avoid constantly communicating with people back home and instead use the time getting to know your new friends. At times, you may be asked to use your mobile phones during a session to carry out some project work or play some games. Facilitators may take your phone away if they believe you are not using it appropriately. Also, let your friends and family know your timetable so that they respect your time and don't bother you while you are enjoying a lesson or an activity.

Parents, please help us to immerse your child in the NLE course and minimise your communication with them and be mindful of times when they may not have access to their phones (lessons, activities etc).

FIRST AID

In case of injury, there is always a member of staff on duty who is first aid trained, and will be able to aid on site. Should any participants require further medical assistance, transport to the nearest medical facility or hospital will be available 24h/day, and parents/guardians will be kept informed accordingly at all times.

UNSUPERVISED AND FREE TIME

Participants will have a sleep-in pastoral supervisor and a member of the pastoral team will be present in the evenings in the accommodation but not during the lunch break (note that the accommodation block is around 50m from the welcome desk, staffed 24/7).

Participants must complete all compulsory activities on the course, but will be permitted freedom to move independently around the campus during unstructured free time, but must strictly adhere to any curfews or other restrictions communicated by staff and only access designated areas of the campus.

REMEMBER...

There will be times when all participants can relax in their accommodation. There is a day room, a TV room and also a study room with computers in each house, in addition to a large space outside the houses to play games or relax outdoors. We suggest that participants use their free time to also prepare for the next activity or project

- You are not allowed in each other's rooms under any circumstances!
- If you are close to one of your friends, or another course participant, think about how your behaviour with them may make others feel. For example, heavy public displays of affection may make others feel uncomfortable.
- You must only use the parts of the campus specified for your free time

During the offsite activities and excursions all participants will be given the opportunity to enjoy semi-supervised free time with friends. Participants will be given a very clear area in which they can spend their time, and must stay in pairs or groups at all times. There will be a staff member patrolling the area and another staff member in a central location at all times.

ACTION: PHYSICAL AND OUTDOORS ACTIVITIES

The NLE programme will involve a wide and diverse range of water-based and theory. UWC Atlantic has a range of on-site facilities (e.g. climbing wall, swimming pool), and it also benefits from its coastal location.

Taking part in any adventurous activity involves some element of risk and it is not possible to totally eliminate them all. The management of safety is the shared responsibility of the participant, parent/guardian and NLE/other appointed staff. Where the risks are managed effectively, a balance is achieved between having fun, learning and everyone's safety.

INFORMATION AND GUIDANCE

OUR COMMITMENT TO SAFETY

Atlantic Experience is a College department with specific responsibility for outdoor and adventure activities. As part of its safe management our qualified staff will provide risk-managed activities. Our safety management system is externally inspected by the Adventurous Activities Licensing Authority as per UK Regulations and Legislation. (License number R0118). In addition, we are an Approved Training Centre offering Royal Lifesaving Society Awards and Qualifications.

Should you wish to discuss any aspects of the outdoor, adventure and physical activity or if you have any questions about the delivery of the programme and/or service you can contact the Head of Atlantic Experience. Parents/guardians are entitled to withdraw participant consent for any aspect of our services/activities at any time by stating so in writing to the Head of Atlantic Experience, Tom Partridge: tom.partridge@uwcatlantic.org

To ensure all participants and staff make the best out of this experience, we would appreciate it if you could reflect on these expectations which are to be respected and followed by everyone at all times. Should participants fail to adhere to these, parents/guardians would be informed and a decision of withdrawal from the programme may incur without prior warning. We hope you appreciate the physical, emotional well-being and safety of all participants and staff is our priority.

SAFEGUARDING

Safeguarding all members of the UWC Atlantic and NLE community, and in particular our participants, is the main priority for us.

We affirm our commitment to the wellbeing and safety of all members of our community in reflection of UWC's core values of personal responsibility and integrity, autonomy and mutual responsibility, respect and compassion. We also affirm our full commitment to safeguarding and to promoting the wellbeing of all children and young people in the care of UWC schools, colleges, national committees, projects and educational programmes.
We confirm our belief in the right of all children to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the UN Convention on the Rights of the child.

We welcome any member of the UWC Atlantic community, who wishes to report an experience of sexual misconduct, harm, abuse or neglect, to do so at any time. Individuals who choose to come forward can do so knowing that we are here to listen to whatever experience they choose to share, we will always take them seriously and will follow up to help ensure the safety of our whole community.

REPORTING CHANNELS

You can contact the College in the first instance by emailing our Programme Designated Safeguarding Lead safeguarding@uwcatlantic.org

To view the Safeguarding and Respectful Community Policy please click here

HOW IS WRAP-AROUND CARE ORGANISED?

The wrap-around, comprehensive pastoral care package provided by NLE is a three-layered system, which covers all aspects of care outside of designated, supervised activity (lessons, activity sessions etc).

- Layer one: One member of staff is allocated to each house and is responsible for all students living in that house (nighttime, meal times, short free time sessions)
- Layer two: A Duty Management System at the campus ensures that an additional, Senior Staff Member is always on call, 24 hours a day, on a rota system
- Layer three: The 24-hour reception located on site would be mobilised in the case of needing supplementary first aid, in the case of any significant emergency or fire.

WHAT HAPPENS IF I BREAK THE RULES?

We will operate a colour coded (levelled) rule breaking system as follows:

Level 1 - Blue
Example: Being late or absent without excuse. Being disruptive in classes or on activity (including using mobile devices when asked not to). Being noisy. Not keeping your room tidy. Being casually rude or disobedient. Being disrespectful. Swearing. Not listening to people in authority.
Consequence of breaking Level 1 rules: Verbal warning and ongoing monitoring

Level 2 - Brown
Example: Repeated occurrence of any Level 1 rules being broken. Any destruction of any property at any time when on the course. Accessing rooms of the opposite sex. Heavy petting (heavy public displays of affection) at any time. Accessing accommodation, of the same sex, without permission. Total disregard of rules or curfews. Setting off any alarms for no good reason. Smoking or being in possession of cigarettes at any time during the course on or off campus. Going missing on campus.
Consequence of breaking Level 2 rules: Course Director informed. Head of UWC Atlantic Experience informed. Parents/guardians informed. Written notes taken and the participant is placed under strict monitoring until the end of the course.

Level 3 - Red

Example: Consumption of drugs or alcohol, including possessing these substances. Breaking the law. Threatening, intimidating, hurting or bullying any other person at any time. Sexual intimacy, including sexual intercourse. Going missing on external activities or excursions. Staying away overnight. Gross destruction or property. Endangering yourself or others.

Consequence: All managers informed, including the Head of UWC Atlantic College. Parents/guardians informed. Police will be called in the case of law breaking or going missing. Immediate removal from the course. Parents/guardians must make arrangements to assist with the removal of the participant from the course as soon as possible.

OTHER INFORMATION

WHAT IF I NEED TO CANCEL AFTER MY PLACE IS CONFIRMED?

Should you cancel with less than 2 weeks' notice without an exceptional reason, you may be asked to pay a cancellation fee of up to £500. The NLE programme is a funded programme with very limited space so we expect all applicants to only apply if they can fully commit to attending the programme.

ANY FURTHER QUESTIONS?

Please email us on info@uwcatlanticexperience.com for any further queries and we will get back to you as soon as we can!