

Security

Normal MOD security arrangements are in place at DFTDC. You must remain alert at all times and are to immediately report any unusual incidents, suspect packages or other items to your instructor, any other member of permanent staff or Guardroom Staff. Personnel bags must be labelled and are not to be left unattended, except in authorised locker rooms or bedrooms. During heightened security states, you are to strictly comply with any instructions given by staff or other authorised person.

On arrival at DFTDC you must report to the Guardroom. All personnel are to be in possession of photographic identification (ID) which should be an official ID Card (where issued). If you do not have an official ID card a temporary form of ID will be issued to enable access to be gained. You must carry your ID at all times unless you are undertaking practical training in which case your ID should be secured in your allocated locker in the changing rooms.

Registration of Private Motor Vehicles

All private motor vehicles must be registered with the Guardroom who will issue a temporary vehicle pass, which must be clearly displayed in the windscreen of your vehicle at all times when your vehicle is on the Unit. Your vehicle must also display a current road tax disc and where necessary have an MOT certificate. You must have a valid driving licence and appropriate insurance. You must produce these documents if requested. Failure to do so may result in your vehicle being prevented from entering.

MT and Official Hire Vehicles

If you are using an MT or official hire vehicle which you will retain for the duration of your course (i.e. you do not have a one way hire vehicle) you should follow the procedures above. If you have a one way hire vehicle you must park it in the Phoenix Club car park (Guardroom end) and deposit the keys in the Guardroom. You should be aware that no fuel is available at DFTDC.

Parking

If you are staying in the Accommodation Blocks you are to park in the car park between the Gymnasium and the Supply building. If you are staying in the Phoenix Club you are to leave your vehicle in the car park which is between the Phoenix Club and the Squash Court.

Note: Student parking is not permitted in any other car park however, vehicles may be parked outside of the accommodation blocks and Phoenix Club for long enough to unload. They are to be moved to the car park as soon as unloading is complete.

Booking In and Out During Your Course

For Duty of Care reasons all Recruit Course (Phase 2) personnel who are accommodated at DFTDC are required to book in and out whenever they enter or leave the Unit during their course, regardless of the time of day or night. A log for this purpose, in which you will be required to enter your rank, name, course title, date and the time, is located in the Main Guardroom.

Note: You are not permitted to leave the Unit during course hours (including meal breaks) without the authority of your course instructor.

Discipline

The highest standards of discipline are expected from all students attending the Training School. DFTDC will not hesitate to instigate disciplinary procedures where the behaviour of either an individual or group warrants it. In the event such action is necessary it will be taken in full consultation with authorities at the individual's station.

Paying of Compliments

In outdoor areas you are to pay compliments to all Officers regardless of service, in accordance with your appropriate service drill instructions. Where you are engaged in practical training, it is inappropriate for compliments to be paid however, you must be aware of an officer's presence and act accordingly.

Uniform

Members of uniformed services must wear approved uniform on all occasions in accordance with their service dress regulations unless personal protective equipment (fire kit) is being worn or you are directed otherwise. Military personnel must wear their respective uniforms in accordance with single service dress regulations.

Approved PPE and uniform means that which is issued to you by the employer who is sending you on the course (eg MOD) and not a secondary employer (eg Local Authority Fire and Rescue Service (retained employment)).

Civilian personnel may wear a short sleeve shirt with or without a tie at all times of year both inside and outside of buildings. Non-uniformed students are expected to wear smart conventional dress. All personnel are to wear a tie when a long sleeve shirt is worn.

Equal Opportunities

It is DFTDC policy that everyone regardless of age, sex, gender, nationality, race, culture, religion or educational background should be able to conduct their business in a pleasant and comfortable atmosphere. All forms of harassment, discrimination and offensive behaviour are totally unacceptable and will be dealt with immediately and decisively.

Health & Safety

The Commandant has overall responsibility for the Health & Safety of all persons employed at or visiting DFTDC. However, all personnel, whether they are staff, students, visitors or contractors, regardless of status or rank, also have a legal duty to comply with H&S Legislation and Directives. Where information on safety is communicated by way of notices, written or verbal orders (including briefings) you must comply. Any breaches of Health & Safety standards or protective measures are to be brought to the attention of a member of permanent staff without delay. You will receive further Health & Safety information as part of the introductory brief at the start of your course.