

# Aston Non-Medical Helper Room Provision Policy

## Introduction and Core principles

With increasing numbers of students, and a wider range of agencies wishing to access rooms for specialist 1:1 support work with Aston students, this policy is designed to maximise the use of limited resources and minimise disturbance to a confidential service (The Enabling Team). It also seeks to protect lone workers.

## Coming on campus requirements

All specialist mentors and tutors must sign the visiting NMH book at Main Reception, which is located in the foyer of the Main Building. They will also need to state the name of their parent company. Visitor badges will be issued from here.

All specialist tutors and mentors must carry an agency photo ID card.

NMH workers can only gain access to Aston's Library and any other restricted area with a visitor badge, agency photo ID card, and when accompanied by a student.

## Room bookings

The Enabling Team has a very limited supply of rooms that are accessed through the Enabling Team office. Priority will be given to specialist mentors for students with mental health and autistic spectrum conditions. Bookings are accepted on a week by week basis and should be sent to the [Enabling Team](#); block bookings are not accepted.

For lone worker safety reasons and for reasons of confidentiality, rooms within the Enabling Team Office can only be accessed after 8.45 am and must be vacated by 5pm.

Subject to prior agreement and parent company lone worker policy, a room may be available within the Hub area between 5pm and 7pm.

Alternative rooms can be booked via Aston's Conference Centre, ['Conference Aston'](#), if any are available. Conference Aston is a private enterprise, so charges will be incurred.

### Discrete areas within the University

Where rooms are not available within the Enabling Team office, the first floor of the Library is perhaps the most discrete area for NMH support given that other students are receiving generic 1:1 study skills support within this area, and group work is permitted.

### Photocopying / printing

Support workers and/or their parent companies must provide all necessary paperwork for NMH support provision and recording; this includes time sheets and photocopies of documents. The printers/photocopiers in G18 and behind the desk in G24 are for Aston Staff use only.

### Parking

Due to high demand, regrettably no car parking is available in Aston University car parks other than for Blue Badge Holders. The nearest pay and display car park is Millennium Point multi-storey car park which is approximately five minutes' walk from the Aston University Main Building. Access to this car park is via Jennens Road, B4 7SA.