



Career Ready Standards Policy and Procedure

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Policy Statement

This policy and accompanying procedure(s) sets out the Career Ready Standards that students are expected to adhere to in return for being admitted to the College.

This policy seeks to support the achievement of the College's vision by providing a consistent framework to support student's commitment, behaviour and progress. The Career Ready Standards recognise excellence and will ensure that students who consistently exceed College expectations will be recognized, rewarded and celebrated.

Students who do not meet our expectations will be required to improve through consistent support, challenge and sanction. Students who repeatedly breach or very seriously breach our standards may be suspended or permanently excluded from the College. The procedures and timeline that staff should follow when this occurs are set out in this document.

The Career Ready Standards apply to all students enrolled at the College whether on full time, part time, short course, apprenticeship, Faculty link, partner or HE provision, and at all times during the year whether or not during the College terms. Offences or misconduct of a nature likely to bring the College into disrepute, wherever it occurs, or misuse of ICT facilities, are equally dealt with by this policy.

It is the responsibility of all members of the College Management Team to ensure their staff are conversant with this policy and for all College staff to consistently implement it at all times through the procedures and timeline outlined.

Through the commitment, behaviour and progress standards the College will promote to students, staff and the broader community that it takes a proactive, responsible and careers focused approach to student standards.

Promotion of the College's standards will be achieved through availability of this policy and procedure to students and staff, via the intranet and website. Specific sessions about the Career Ready Standards will be included within induction and the student development programme. The College will display information about Career Ready Standard expectations in open access areas and classrooms.

The aims of the Career Ready Standards Policy and Procedure are:

- To set consistently high expectations of students and establish a professional and positive culture.
- To ensure that all students understand the College's high expectations of their commitment behaviour and progress.
- To enable staff to consistently reward, support, challenge and sanction students.
- To effectively implement ProMonitor as the single platform to track student commitment, behaviour and progress.
- To provide a safe, respectful and professional environment for learning.
- To provide equality of opportunity for all students.

This policy is to be read in conjunction with:

- College Strategy: Our Ambitions, Your Futures
- Attendance and Punctuality Strategy
- Student Handbook
- Acceptable Use of IT Agreement
- Complaints and Suggestions Policy
- Quality Assurance Framework

The Career Ready Standards

Students will:	
Commitment	<ul style="list-style-type: none"> • Have an outstanding attendance record. • Be on time to all timetabled sessions. • Be ready and prepared to learn.
Behaviour	<ul style="list-style-type: none"> • Dress appropriately for College and not wear hoods or baseball caps. • Be safe by wearing and displaying College ID passes at all times. • Not smoke or vape on College premises.
Progress	<ul style="list-style-type: none"> • Develop professional habits and meet deadlines. • Submit high quality work that demonstrates personal pride and ambition. • Reflect on and be responsive to feedback. • Achieve agreed SMART targets.
Staff will:	
Commitment	<ul style="list-style-type: none"> • Prepare students to be career ready. • Demonstrate and role model professional habits.

	<ul style="list-style-type: none"> • Be punctual and start all timetabled sessions on time.
Behaviour	<ul style="list-style-type: none"> • Dress professionally for College and reflect occupational standards. • Be safe by wearing and displaying College ID passes at all times. • Not smoke or vape on College premises.
Progress	<ul style="list-style-type: none"> • Have high expectations for all students. • Mark and provide developmental feedback on students' work by deadline. • Be reflective and responsive to feedback. • Set challenging targets that are discussed, agreed and owned by students.

The above standards represent the College's expectations and requirements of all students and staff. These standards will be adopted and adapted by every curriculum area and service function to meet and reflect the many specialisms of the College.

Where appropriate these standards will be reflected in College policies as they are updated and refreshed.

Career Ready Standard Phases

The reporting process for all aspects of the Career Ready Standards is through ProMonitor as detailed within this policy and procedure.

The Career Ready Standards are introduced to students in two phases:

- Phase One: Probation (normally the first 10 or 42 days);
- Phase Two: On Programme.

This phasing is to replicate the world of work and to ensure that students are supported to meet the College's high expectations through a well-planned and structured induction process.

Phase One – Probation (first 10 or 42 days):

During probation students will be focused on three common College wide targets:

1. Attend all sessions punctually and attend at least 90% of all timetabled sessions.

2. Demonstrate career ready behaviours by wearing and displaying my ID badge at all times, being respectful and not smoking or vaping on College premises.
3. Engage proactively with the Careers and Student Support teams to arrange and successfully complete an external work experience placement.

The common targets will apply to all students and for most students these targets will be reviewed and personalised at the first Progress Review Week.

Student performance towards meeting the three common targets will be judged using the defined commitment, behaviour and progress measures outlined within this policy and process. Through meetings and e-ILP updates students will be rewarded, supported, challenged and sanctioned to meet the expected standards. Students who at the end of Phase 1 - Probation have not been successful in meeting the common College targets will be withdrawn from their programme of study and be referred by the Head of Student Development and Support to external agencies.

Students on short courses (e.g. Adult ESOL) are on probation for only two weeks (10 days). The same probation process outlined above applied to short course students; however due to the short period of probation students whose probation attendance is below 90% will be automatically withdrawn from the course.

Exceptions

At the start of the probation phase, there will be a small number of students who will be placed on a Stage 3 Manager Contract at the start of the academic year. These are:

1. Progressing students who were on a Stage 3 Manager Contract in the summer term of the previous academic year.
2. Progressing students with attendance below 85%.
3. 16-18 students who provide no proof (either certificates or grades statements) of their prior English and maths attainment.

In addition to the categories of students above, Heads of Faculty/Curriculum Managers/Assistant Principals have the discretion to place any student whose status was Red in the previous academic year on a Stage 3 Manager Contract at the start of probation.

Automatic probation withdrawal categories:

1. Students on short courses whose probation attendance is below 90% will be automatically withdrawn from the course.
2. Adult English and maths students whose probation attendance is below 90% will be automatically withdrawn from their English and / or maths course.
3. Any student with outstanding fee payments or processes at the end of the probation period will be automatically withdrawn from the course.

Phase Two – On Programme:

Students who successfully pass probation will progress to Phase 2 - On Programme (normally after 42 days on long programmes or 10 days on short programmes).

ProMonitor is configured to automate a standardised status of student performance against the Career Ready Standards. These are represented by six Student Badges displayed against each student:

- A Commitment - Attendance (Vocational and LDC)
- E Commitment - Attendance (English)
- M Commitment - Attendance (Maths)
- L Commitment - Punctuality
- B Behaviour and Commitment

Statuses are colour coded from Purple to Red. The coding is aligned to the College's disciplinary process and will enable reward, support, challenge and sanction to be consistently put in place.

The table below outlines qualitative descriptors indicative of each status. These qualitative descriptors should be used to support the application of the quantifiable measures above.

Status	Commitment, Behaviour and Progress Description
Career Ready Excellence (Purple)	<ul style="list-style-type: none"> • Student is exceeding the Career Ready Standards, is a role model to other students and is on track to fulfil their progression plan. • Students who maintain a purple status for 6, 12, 18, 24 and 30 weeks will be recognized with a College certificate.
No Risk (Green)	<ul style="list-style-type: none"> • No commitment, behaviour or progress issues or concerns and student on track to fulfil their progression plan. • Commitment, behaviour or progress issues or concerns resolved and student now back on track to fulfil their progression plan.
Low Risk (Yellow)	<ul style="list-style-type: none"> ☐ Minor commitment, behaviour and / or progress issues or a sudden reduction in a single standard which if not resolved would be likely to jeopardize the student's progression plan.
Medium Risk (Amber)	<ul style="list-style-type: none"> • Repeated, ongoing or multiple minor commitment, behaviour and / or progress issues. • Sudden reduction in one or more standards, which if not urgently addressed will jeopardise the student's progression plan. • Erratic attendance at work experience or other career readiness activity. • Occurrence of misconduct (e.g. abusive or offensive language or behaviour, failure to comply with Health and Safety regulations, serious or persistent disruption to others.) ☐ First occurrence of Plagiarism.

High Risk (Red)

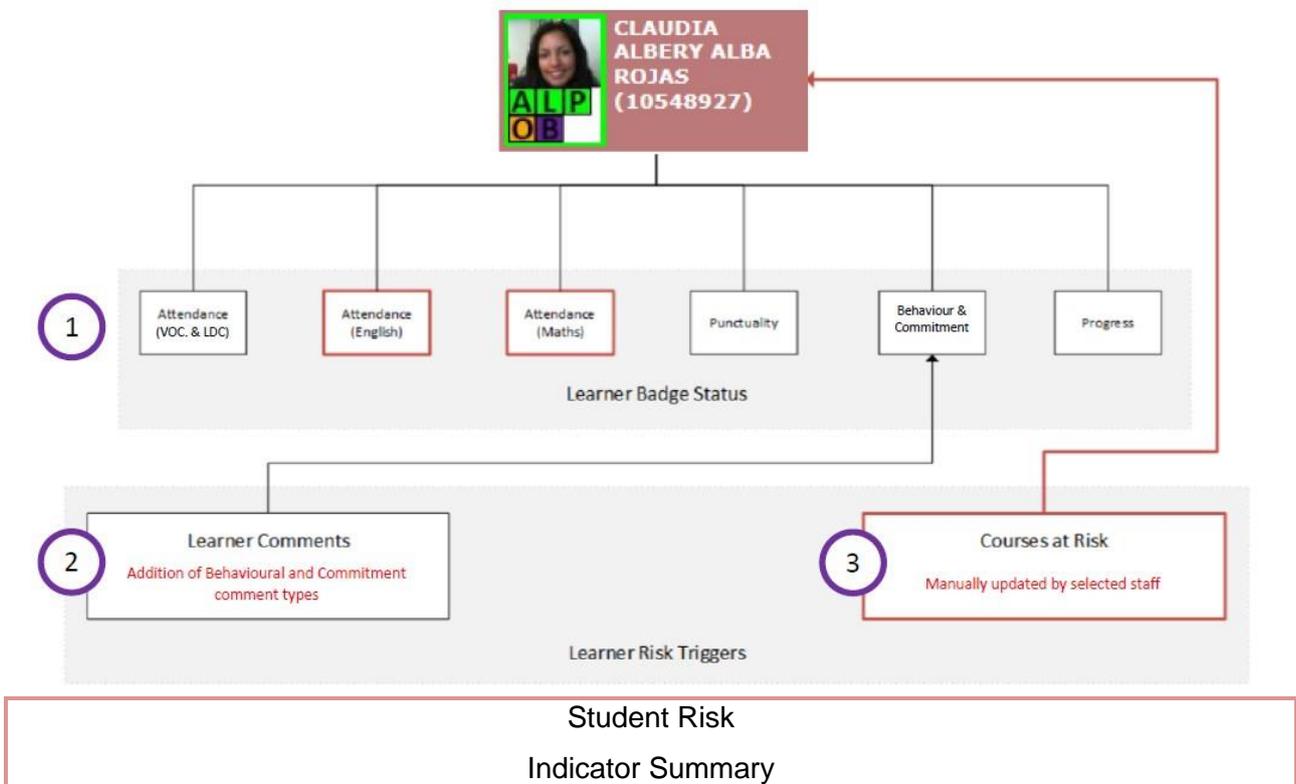
- Student is at imminent risk of leaving the College or failing their programme of study due to sustained commitment, behaviour and / or progress issues.
- Refusal to complete work experience or other career readiness activity.
- Occurrence of serious misconduct (e.g. violence or serious threat of violence, substance or alcohol misuse, abusive behaviour, bringing college in to disrepute).
- Repeated plagiarism or examination mal-practice.

Risk Indicators

In addition to the automated statuses, curriculum staff will be able to set a Risk Indicator status for each student, for each enrolment. The Risk Indicator status can be set at Red, Amber or Green.

The At-Risk Indicator status will override the overall student status, where:

- A Red status will trigger an immediate overall red status
- An Amber status will trigger an immediate overall amber status



Conducting Stage 1, 2 and First Stage 3 Meetings

1. Meetings will normally be held one to one basis, between the student and lead member of staff or manager.
2. Parents, guardians and carers are encouraged to attend to support the student to meet the College's high expectations.
3. A designated advocate should support Young, Faculty link or vulnerable students at a meeting.
4. The meeting should focus on the agreed actions and targets that were the focus of the review period. Progress against the agreed actions and targets should be assessed through discussion with the student and assessment of online or other records.
5. The lead member of staff or manager will make a decision about the student's progress. The meeting outcome and targets will be recorded on ProMonitor with a follow up meeting date scheduled to review progress against targets.
6. Follow up meetings will require progress against targets to be reviewed and recorded on ProMonitor. Where insufficient progress is evident, students will be progressed to the next disciplinary stage, with further targets set with a follow up meeting date scheduled to review progress against targets.

Conducting Final Stage 3 Meetings

Where insufficient progress against targets is evident at a Stage 3 Meeting, a student may be withdrawn from their course by the Head of Faculty with the approval of the relevant Assistant Principal. In this instance, the following actions need to be taken:

1. Customer Services will be instructed by the relevant Assistant Principal or Head of Faculty/Curriculum Manager to confirm in writing to the student that they have been withdrawn from their programme of study.
2. Customer Services to record the outcome on ProMonitor, notifying all relevant staff members.
3. Head of Faculty/Curriculum Manager to complete a Withdrawal Form and send to MIS.

Suspension

A student will be suspended from the College immediately if there is reason to believe that the student has committed an act of gross misconduct. Suspension is a neutral act that allows a full investigation into the alleged gross misconduct to take place. Students may only be suspended by CLG members, Heads of Faculty, Curriculum Managers or Service Managers. Suspension will normally be for a maximum of 10 working days.

Young or vulnerable students must not be suspended without checks being made that they are appropriately escorted home and/or supervised when they get there if necessary. If a suspended student has an Education Health Care Plan (EHCP) the ALS Curriculum Manager must be informed.

Students who are suspended while on site must surrender their ID cards. Once suspended they must not enter the College unless invited to do so by a College manager. A named member of staff (e.g. Programme Leader/Learning Development Coach) for the student to contact should they need advice or guidance while on suspension must be provided.

Students who are suspended while they are off site will be notified by phone call from the customer service team. Young or vulnerable students will have their parents/guardians contacted in the first instance. If a suspended student has an Education Health Care Plan (EHCP) the ALS Curriculum Manager will be informed.

Upon suspending a student the suspending manager must be immediately recorded the suspension on ProMonitor as a meeting (Meeting Type: Suspension) with an appropriate Comment linked to the meeting (see Guide to Adding Suspensions on ProMonitor). The record will automatically generate a notification email that will be sent to:

- a. Clapham and Brixton Security
- b. Customer Services
- c. Safeguarding
- d. Assistant Principals
- e. IT Helpdesk
- f. ALS

Involvement of the Police

If criminal activity is suspected, the College may involve the police and reserves the right to pursue such matters through the legal process. Normally the college will not wait until the outcome of any legal case and will pursue disciplinary action according to the timescales set out in this procedure.

Only members of CLG or the Duty Manager may normally agree to notification to the police when criminal activity is suspected. However in the event of an emergency any staff member may call the police if there is a clear and immediate risk to safety and wellbeing of staff or students.

Where a student is escorted from College premises by the police, the student is deemed to be automatically suspended and the suspension process described above will be applied.

Where the police press charges against a student for an act on College premises this should be noted in the student's personal file and ProMonitor. If charges are pressed against a student for an act off college premises it will be left to the judgment of the Disciplinary Hearing panel as to whether it is necessary and appropriate to note the details.

Where a member of staff personally wishes to press charges against a student the member of staff must notify a CLG member and a note placed on the student's file and ProMonitor.

Conducting Final Stage 3 Disciplinary Hearings Following Suspension

Student Accepts Responsibility

In cases where the student has been suspended following a suspected act of gross misconduct, a Final Stage 3 Disciplinary Hearing will normally be required. The exception to this process would be where a student accepts responsibility for an act of gross misconduct and agrees to withdraw from their course immediately. In this instance, a disciplinary hearing does not need to be held but the following actions need to be taken:

1. Customer Services will be instructed by the relevant Assistant Principal or Head of Faculty/Curriculum Manager to confirm in writing to the student the fact that they have agreed to withdraw and that they will be treated as a permanently excluded student.
2. Customer Services to record the outcome on ProMonitor, notifying all relevant staff members.
3. Head of Faculty/Curriculum Manager to complete a Withdrawal Form and send to MIS.

Student Does Not Accept Responsibility

Where a student does not accept responsibility for gross misconduct following suspension the following actions will be taken on receipt of the suspension notification email:

1. Customer Services will confirm the suspension in writing and, if required, by phone call.
2. Head of Student Development will liaise with the student's Programme Leader/Student Development Coach to ensure course work is sent to the student's home address.
3. Head of MIS will ensure registers and other records are updated as necessary so that the student absence is accurately recorded.
4. Customer Services will assemble the Final Stage 3 Disciplinary Hearing panel, identify an Investigating Officer, and communicate the hearing date and time.
5. On the arranged date the disciplinary hearing, chaired by a Assistant Principal, will be conducted and recorded using the Final Stage 3 Disciplinary Hearing Record form.
6. Once a decision is reached by the panel, the customer service team will be instructed to record the outcome of the meeting on SharePoint and ProMonitor, and where necessary, inform the student/parent/guardian verbally and in writing.

Exclusion

In the most serious of circumstances and where it is clear that a student is not able to meet the College's high expectations they will be permanently excluded. Permanent exclusion has no time limit. However, a student who has been permanently excluded is eligible to make an application to the College. This application will be reviewed at the discretion of the College Leadership Group. A permanently excluded student would need to demonstrate a significant change in circumstances or conduct for the College to consider readmission. If a significant change is not evident, the College will not process the student's application.

Students will normally be permanently excluded when:

- Occurrence of serious misconduct (e.g. violence or serious threat of violence, grossly insulting or abusive behaviour, deliberate damage to property, drug use or possession, possession of offensive weapons, bringing the college in to disrepute).
- Repeated plagiarism or examination mal-practice.
- Failing to meet the requirements of a Stage 3 manager contract.
- Following a period of suspension when the investigation and subsequent Final Stage 3 Disciplinary Hearing determines that exclusion is appropriate.
- In cases where a student has accepted responsibility for gross misconduct and has agreed to withdraw from their course immediately.

A Senior Manager will arrange confirmation in writing and by phone call to the student/parent/guardian verbally and in writing, communicating the fact that they have been permanently excluded.

Students who are permanently excluded must surrender their ID cards and be advised that they must not enter the College under any circumstances unless invited to a meeting with a College manager.

Appeals

Students may appeal exclusion only in the event that they can evidence that the process has not been followed in accordance with this policy.

All appeals must be made in writing to the Quality and Systems Officer within five working days of the known outcome. The student can be supported in making an appeal by their Learning Development Coach (LDC), Teacher or Programme Leader (PL).

Upon receipt of an appeal the CLG member will consider and normally respond in writing within 5 working days to confirm whether or not the appeal meets the requirements. If this is the case, an appeal meeting will be arranged and confirmed. The appeal may only be made on one or more of the following grounds:

1. Proper processes were not followed as stated in this policy and process.
2. That the process did not identify grounds for mitigation based on information that was available and should have been considered during the support, challenge and sanction process.

The appeal will normally be reviewed by an Assistant Principal. If an Assistant Principal is not available an alternative senior manager (CLG member) will Chair the review the appeal.

The decision of the CLG member will be final, with no further right of appeal within the College. The decision will be one of the following:

1. To uphold the appeal in full, in which case the appellant will be re-instated as soon as practicable.
2. To uphold the appeal in part, in which case the sanction may be reduced.
3. To dismiss the appeal, in which case the outcome of the original process will stand.

Normally the appellant will be informed of the decision in writing, normally within 10 working days of the appeal letter being received.

Procedure for Students and Potential Students with Criminal Records

All applicants to the College will be requested to declare criminal convictions. Any disclosures on application, on disclosures made on programme, will be dealt with confidentially, consistently, and fairly.

Applications – General:

- At interview all applicants to full-time courses and part-time courses are asked at if they have a criminal record.
- This information is collected by the completion of a Criminal Record Information Form (CRI). Where the course applied for involves working with children or adults at risk these should include 'spent' convictions.
- These forms are screened by the Head of Customer Service, who makes an initial assessment of whether the record is relevant or not. All CRI forms are held centrally in Admissions and kept securely.
- Where the criminal record is considered relevant, it is passed to the assessment panel for a risk assessment. The assessment panel comprises: Assistant Principals, Head of Customer Service and Head of Student Services. The panel may obtain advice and information from other agencies involved with the applicant, or arrange for the student to be interviewed to collect further information or to clarify or confirm information.
- The risk assessment will be recorded on Criminal Conviction Risk Assessment Record (CCRA) form and the applicant informed of the outcome by the Head of Customer Service.
- The Head of Customer Service will inform relevant staff if a student is admitted to the course with conditions for managing risk or particular support needs. Information will be shared only on a need to know basis.

Enrolled Students:

- Where it is revealed during a course that a student has not disclosed a criminal record, the Head of Faculty and Head of Student Services consider appropriate disciplinary action, dependent on the severity and impact of the disclosure. Where necessary, the Head of Faculty and Head of Student Services will refer for support.
- Minor issue(s) which does/do not pose any risk to the College community or impact on the student's ability to complete the course will normally result in a Stage 1 (Action Plan).

- Significant issue(s) which might pose a risk to the College community or impact on the student's ability to complete the course will normally result in a Stage 3 (Manager Contract). This might lead to the student being withdrawn from the course if the risk is judged to be significant or if they are unable to complete some mandatory element of their course.
- Where a criminal prosecution or conviction occurs during the course, the Safeguarding team led by Head of Student Services will complete a risk assessment and make a judgment on appropriate action.

Course specific criminal records issues

On certain courses, criminal records can be a bar to successful completion of the course or to gaining employment in the vocational area. These issues must be addressed at the interview stage.

For courses with mandatory elements which require students to have DBS (disclosure barring service) checks at the appropriate level. The interviewing tutor will outline the importance of this and the consequences of not disclosing any record, caution, reprimand or final warning no matter how minor, at this stage.

Applicants for these courses should be referred to the Employer Engagement Team for their DBS checks as early as possible.

Photocopies of the DBS check are kept in a confidential file by the course tutor and destroyed after 6 months.

If a student declares a criminal record or a DBS check reveals a criminal record which is likely to cause the student to be unable to complete some mandatory element of the course, a place cannot be offered. The student should be directed to admissions for advice on other options.

Where a criminal record is revealed which does not impact on the applicant's ability to complete the course, but which might affect their chances of gaining employment in the vocational area, this should be discussed with them and a record of the discussion kept on their file. It should also be pointed out where relevant that universities might refuse places on these grounds. A place can still be offered on the course if the admitting tutor is clear that the student understands the implications and still has valid reasons for doing the course (e.g. it represents a good general grounding for a number of career options or for admission to a range of university courses).

Right of appeal

An applicant who is unhappy with the outcome of the Procedure for Students and Potential Students with Criminal Records can appeal to the Quality and Systems Officer. The appeal must be in writing and must be made within 10 working days of the decision made on the application. The Quality and Systems Officer will normally respond within a further 10 working days.

To register your appeal please contact:

feedback@lambethcollege.ac.uk;

The appellant should present full details, including:

- Your personal information: name, course / organisation / relationship with the College and your contact details
- Any relevant documentation, dates, locations and witnesses as appropriate
- Any previous unsuccessful attempt at resolution
- The action or outcome you would like

Fitness to Study Procedure

The College has a duty of care to students to respond appropriately to situations where visible signs of illness, mental health impairments, psychological, personality or emotional disorders, hidden signs of illness and issues related to substance abuse may have a disturbing impact on the functioning of individual students and on the wellbeing of others around them.

This procedure positively and proactively addresses these issues and promotes positive attitudes towards students with impairments. The College is committed to maintaining students' wellbeing and the procedure outlines processes and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

It is important to establish that the cause of such concerns may relate to the manifestation of a diagnosed illness, or previously undiagnosed illnesses or with behaviours deemed to be consistent with illness or disability.

Concerns relate to institutional, educational and social domains by evaluating:

- Where aptitude to study is deemed by the College to be neither manageable nor achievable in relation to specific tasks and/or activities;
- Where behaviours are disruptive to the self and/or others, i.e. students and staff, and represent risk to the self and/or others.

This procedure is not intended to give guidance on wider matters relating to students with mental health problems but is intended to ensure a consistent and sensitive approach to managing situations where a student's condition presents possible risk to themselves or others.

Guidelines

The purpose of these guidelines is to support students and staff in managing scenarios and incidents that cause significant concern:

- To identify the appropriate response by managers, teaching, and support staff where it is not considered appropriate to apply disciplinary procedures, in particular, because the student's behaviour should be managed rather than sanctioned.
- to provide a co-ordinated approach to the management of a situation where it is apparent that a student's mental and/or physical functioning may prevent him/her from gaining

benefit from the educational and social provision at a particular time, or is adversely affecting the student experience of others, or has extended beyond the pastoral support that exists within the College;

- to enable staff to identify the limits to the support which they can provide and the appropriateness of referring the student onto other agencies;
- to signpost areas of support for staff;
- to identify and implement reasonable adjustments where appropriate;
- to ensure appropriate support for students affected by, or involved in, the interaction with other students in the aforementioned circumstances;
- To consider the application of temporary suspension or permanent exclusion, and the justification for such an action.

These guidelines are intended to enable a non-judgmental, consistent and sensitive approach to managing situations that require an appropriate level of intervention.

Emergencies

Considering the low numbers of those students causing significant concern, emergency situations are rare. However, it is good practice to adopt an anticipatory duty to the management of problematic situations so the College's duty of care is exercised with consistency and sensitivity.

This procedure should in no way distract from any acute or dangerous situations where it is believed that a student's behaviour presents a risk to themselves or others. In such circumstances, the Head of Faculty/Curriculum Manager should be contacted along with security and a designated Safeguarding Officer as appropriate. It should be noted that security staff may have a role but should not coordinate a college response.

In very rare situations a student may indicate that he/she has suicidal ideation. It is important to ensure that the student gets medical help as soon as possible. During surgery opening hours, and if the student is willing to see a doctor, the coordinating manager – who would usually be a designated safeguarding officer - will contact the GP's surgery to explain the situation and also contact the next of kin or named emergency contact. In exceptional circumstances the emergency services may be contacted through the security team. The Head of Student Services, Assistant Principals, ALS Manager, and the College's Designated Safeguarding Lead should also be notified.

Emerging and on-going concern(s)

In situations where a student's behaviour or wellbeing causes concern but does not present an immediate crisis, initial support is best handled 'locally' by an individual who knows the student best – usually the programme leader, LDC or a member of Student Services. However, it should be made clear to the student where there are concerns relating to their mental and/or physical health, and the impact upon the individual and/or other members of the college, that such concerns exceed the usual pastoral role and need to be referred onto specialist support.

Where it is suspected that a student's behaviour may be related to an ongoing or emerging mental health problem, it is important to consult the ALS / Student Services team. The student should be encouraged to get help through their GP. The member(s) of staff may ask the student's permission to contact their doctor on their behalf and may also report their concerns to other student support services. If there is a significant concern or risk that a student may cause harm to him/herself or others, then obtaining the student's permission to report these concerns is desirable - but not essential.

Disruptive behaviour in college or behaviour otherwise giving cause for serious concern

If there is no improvement in the situation, or if the student refuses to access support and/or continues to exhibit behaviour that is causing significant concern, an Assistant Principal, Head of Faculty/Curriculum Manager or Designated Safeguarding Officer may decide to suspend a student.

Suspension or exclusion of student

A student can be suspended without prejudice. Once suspended, a student cannot return to college until a Fitness to Study panel meeting has taken place.

The panel meeting will be convened as outlined and it is recognised that the date of a panel meeting may be delayed if attendance of relevant external agencies is deemed to be required.

The panel meeting may consider various options, including recommending additional support strategies to return to study, a break in learning, further suspension until suitable support is available, or permanent exclusion if continuation of study increases the vulnerability of other students. In reaching these decisions, due care and consideration will be exercised, through consultation with the relevant external agencies as necessary

If the student's behaviour is such that under normal circumstances they would have been subject to disciplinary procedures, this may remain the most appropriate course of action. However, the fact that a student may have mental health difficulties in no way lessens the duty of care that the College owes to other students. The duty of care to a student with mental health problems should be balanced against the duty of care to all other students.

Return to Study

It may be appropriate for the student to return to resume their current studies. If this is the case, it will be necessary to ensure that the student is assisted by their Faculty, with advice (as appropriate) from ALS staff, Student Services and/or external agencies. When return to study is not deemed to be an option, the student should be withdrawn from college with existing appeals processes running as necessary.

Confidentiality

It will be necessary to inform the student the need to disclose sensitive information, who will have access to this information, and how this information will be shared (ProMonitor). Student consent to share sensitive information should be sought however withheld consent does not mean that information will not be shared. Students should be advised that the College will share information within the parameters of the Data Protection Act.