



HE18 – Higher Education (HE) Study & Wellbeing Review Policy

Policy Author:	Director of Curriculum	Policy Owner:	Vice Principal Curriculum & Quality
Approval Date:	April 2023	Review Date:	April 2025
Purpose of the Policy As a higher education student we want you to be reassured about the College’s commitment to your health, wellbeing and academic success. Many students receive support whilst they complete their studies, and we encourage all students to access support from the earliest possible opportunity, be that from the College or external services. If your health, wellbeing or academic engagement or success begins to give you or the College a cause for concern or starts to impact your studies or life as a student, College staff will refer to this policy and usually arrange to meet with you. This Policy outlines the approach to supporting students to continue their studies where there are concerns about their health, wellbeing or academic engagement or success. In particular: <ul style="list-style-type: none">• Where concerns arise about a student’s academic performance, and/or where a student’s health adversely affects their attendance at or engagement with the College.• Each stage of the procedure including where an outcome may include interruption from study.• The process for a student to request to return to study after an interruption.			



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1. Policy Statement

- 1.1. Weymouth College is committed to an ethos of equality and inclusivity, and aims to facilitate and promote positive health and wellbeing through the recognition and understanding of all relevant health conditions and disabilities. Where necessary, the College encourages all students to seek help and support from the appropriate service(s) at the earliest possible opportunity.
- 1.2. The Study and Wellbeing Review policy provides a framework to guide practice in directing students to appropriate support, and to determine in a timely fashion what actions are needed where health, wellbeing or fitness for study* concerns arise.

** Fitness to study means being able to take an active part in life as a student, and meet the requirements of your course. This includes you being able to live and work with others and to conduct yourself in ways that do not have an adverse impact on other members of the College and local community.*

- 1.3 If your health, wellbeing or academic engagement or success begins to give you or the College a cause for concern or starts to impact your studies or life as a student, College staff will refer to this policy and usually arrange to meet with you.
 - **Initial Support Meeting** where there are low-risk, emerging, initial concerns about your health, wellbeing or academic engagement or success
 - **Support to Study Meeting** where initial concerns (discussed at an Initial Support Meeting) do not improve, or where there are more serious concerns about your health, wellbeing or academic engagement or success, which we might refer to as medium-risk
 - **Serious or Continuing Concerns Meeting** where concerns discussed at a Support to Study Meeting do not resolve or if there are more significant concerns about your health, wellbeing or academic engagement or success which we might refer to as high-risk, we'll hold a meeting to discuss your overall fitness to study¹ including whether or not you should be temporarily interrupted from study
 - **Return to Study Meeting** this is the meeting we may hold when you have requested to return following a period of temporary interruption

At all stages of the policy, the College aims to make decisions with you and we listen to what you would prefer to happen in situations where we have concerns about your health, wellbeing and academic engagement or success. We also consider the impact on other students and staff before reaching a decision.

2. Reason for the Policy

- 2.1. To ensure all students benefit from being a member of the College community and can participate in all aspects of their programme of study, with a reasonable chance of obtaining the award for which they are registered.

To ensure all students can engage satisfactorily in any elements of study or assessment which take the form of placements, fieldtrips or work-based learning, particularly in a professional setting.

- 2.2. To ensure no student is prevented, hindered or disrupted from accessing their studies due to the behaviour of another student.
- 2.3. To ensure all students can engage in life as a student without their physical, mental, emotional or psychological health or state having an unacceptably harmful impact



upon the student, other students, or College staff, and to manage any risks associated with this.

- 2.4.** This policy describes what we will do when we have a concern that your:
- health is affecting your ability to engage appropriately in College activities and life as a student; and/or,
 - engagement with your academic programme of study is declining or your academic performance has decreased; and/or,
 - health and/or behaviour is impacting on other people, such as other students or staff; and/or,
 - health and safety is at risk.
 - support needs fall outside the scope of the support and other services which the College can reasonably be expected to provide.
- 2.5.** The circumstances when this policy is used might be beyond your control. For example, you may become unwell or experience a deterioration in an underlying health condition or disability, which could be related to your physical or mental health. The focus of this policy is supporting you and all other students to successfully engage in their programme of study and stay well.
- 2.6.** In an emergency, for example a member of staff at the College becoming aware of a serious concern about your welfare, we may notify emergency services and College Security (if on campus). Depending on what has happened, we may consider immediately interrupting you from study and notifying someone external to the College.
- 2.7.** Where a student's health or wellbeing condition results in inappropriate conduct such as abusive or threatening behaviour, or where others are put at unacceptable risk, this may result in immediate interruption from study on the authority of the Director of Curriculum. This would include a requirement for the student to leave College premises as quickly as possible. Such situations would subsequently be dealt with by a Serious or Continuing Concerns Meeting or under the College's Disciplinary Procedure.
- 2.8. Applicants and Preadmission Support:** We want to ensure everyone who applies to study at the College is able to engage with their chosen programme. Where there is a concern that, due to health, wellbeing or disability, you may be unable to fully engage with your programme, this policy is used.
- 2.9. Safeguarding & Prevent:** We want our College community to be safe and conducive to work, study and the enjoyment of a positive experience for all. Any concerns that someone may be at risk of harm, abuse, exploitation or radicalisation are taken seriously. The College has a Designated Safeguarding Officer who receive referrals and may initiate a report to the relevant local authority. Please refer to College Safeguarding Officer)
- 2.10 Sexual violence, domestic abuse & misconduct:** If we have noticed a change in your behaviour that worries us and we are concerned about your health, wellbeing or academic success, any conversation we have with you will be about what will help you, not the detail of what has happened to lead to this. If you disclose that you have been the victim of a crime or an incident of sexual violence or misconduct, you do not need to provide us with details of the incident. We will signpost you to appropriate



support and professionals, and it is your choice whether to make contact with them. With your consent, we can do this on your behalf if you would like us to.

3. Policy Objectives

This policy outlines the approach to supporting students to continue their studies where there are concerns about their health, wellbeing or academic engagement or success. In particular:

- 3.1. Where concerns arise about a student's academic performance, and/or where a student's health adversely affects their attendance at or engagement with the College.
- 3.2. Each stage of the procedure including where an outcome may include interruption from study.
- 3.3. The process for a student to request to return to study after an interruption.

4. Policy

- 4.1. The College has responsibilities in relation to the health, safety and wellbeing of all members of our community, including students, staff and visitors.
- 4.2. Members of staff are responsible for acting within this policy where they have concerns about a student's health, wellbeing or academic engagement or success.
- 4.3. Students must let us know if their ability to study or engage with others safely as a member of the College community changes, or if they become unwell. Students should engage with this policy by attending meetings and communicating with staff, including completing any action plan.
- 4.4. We recognise that there may be times when a student is unable to engage. Inability or refusal to do so may result in a student's study being interrupted, in accordance with this policy, until such time as the student is able or prepared to re-engage appropriately with the College as a student.

Data Protection

- 4.5. The College follows the General Data Protection Regulation (GDPR), and is governed by Data Protection Act (DPA) 2018, and will treat all personal information (including sensitive personal information relating to students' mental, physical health or personal circumstances) as confidential within the terms of the legislation.
- 4.6. Personal information about a student obtained under this policy and procedure will only be shared within the College amongst those members of staff who need to know that information in order to offer the student appropriate support, to enable the operation of this policy and procedure, or where it is required, with accrediting professional, regulatory or statutory bodies.
- 4.7. The College may ask a student for their agreement to share personal information obtained under this policy and procedure with relevant professionals outside of the



College in order to offer the student appropriate support. The College will not normally share any personal information about a student without their agreement, but may do so in exceptional cases, where permitted by law.

- 4.8. It is the decision of the student to share the details of any meetings held under this policy with their next of kin or emergency contact. The only time the College might do this, without their consent, is where we have very serious concerns about their welfare, e.g. if their health has deteriorated and they are seriously unwell/at risk of serious harm. In such instances we may also liaise with emergency services.

5. Definitions

Initial Support Meeting

- 5.1. We will write to you via email (and text you to read the email) to organise a meeting. Normally we will give you at least 3 working days' notice of any meeting.
- 5.2. At an Initial Support Meeting, a member of staff from your Programme Team will discuss their concern with you to identify how we and other external services might be able to help; this could be your personal tutor, or other relevant staff. At the meeting, we expect you to inform us if there are any underlying issues which might have led to us being concerned, so that we know how best to support you (you do not need to provide detailed information to us, only the nature of any underlying issues).
- 5.3. The outcome from this meeting will be to discuss an action plan, which we hope will address the concerns.
- 5.4. If an Initial Support Meeting leads to us being more concerned about your health or wellbeing, we may arrange a Support to Study Meeting, where we may bring in or consult other members of staff to advise, for example the HE Registrar or Student Support staff.

Support to Study Meeting

We arrange a Support Study Meeting where either:

- An Initial Support Meeting (including action plan) has not sufficiently addressed the concerns we have about your health, wellbeing or academic engagement or success; or,
 - You have chosen not to or have been unable to engage with the support offered or complete the action plan, within an appropriate timeframe; or
 - The concerns we have about your health or wellbeing are more serious or have escalated.
- 5.5. We will write to you via email (and text you to read the email) to organise a meeting and we will record details of what we discuss. Normally we will give you at least 3 working days' notice of any meeting.
 - 5.6. You will attend this meeting with members of staff typically to include your Programme Leader, Module/Unit Leaders and HE Registrar.
 - 5.7. At a Support to Study Meeting, you should work with the staff present to agree an action plan to address the concerns that you or the College have identified. This action plan might include you:

- Attending regular meetings with a member of the teaching team
- Engaging with recommended support
- Engaging with external professionals such as a GP, mental Health services or applying for a Disabled Students' Allowance.

5.8. There will be a review date for all actions to be completed. You will be encouraged to complete the actions put in place and demonstrate that you've done this. If you are unable or choose not to complete the action plan, we may arrange a Serious or Continuing Concerns Meeting.

Serious or Continuing Concerns Meeting

We use this stage of the policy where either:

- A Support to Study Meeting (including action plan) has not sufficiently addressed the concerns we have about your health, wellbeing or academic engagement or success; or,
- You have chosen not to or have been unable to engage with the support offered or complete the action plan, within an appropriate timeframe; or,
- The concerns we have about your health or wellbeing or the health and wellbeing of others are more serious or have escalated and we need to discuss your overall fitness to study; or,
- You have been immediately interrupted from study and we need to meet to make a decision about your overall fitness to study or ability to achieve.

5.9. We will write to you via email (and text them to read the email) to organise a meeting and we will record details of what we discuss. Normally we will give you at least 3 working days' notice of any meeting.

5.10. The student will attend this meeting with members of staff typically to include the Programme Leader, Module/Unit Leaders and HE Registrar as well as the Director of Curriculum and/or Head of School if deemed necessary.

5.11. This meeting is an information-based discussion, where the College makes a decision about what to do regarding their studies, to address the concerns that have been identified.

5.12. You will have the opportunity to give your own description of the situation and your views about the best way forward, and can share with us what is your preferred outcome from the meeting. We will want to hear about your ability and willingness to engage in support, whether from the College or externally.

5.13. As well as hearing from you, we may obtain additional information from an expert, such as a registered health or social work practitioner, if appropriate. This could include a letter from their GP, or a report from a clinical psychiatrist, psychologist or an occupational health specialist. Any information received to inform this decision is treated with sensitivity and confidentiality, and is disclosed only to those who need to see it to reach a decision.

6. Possible outcomes from a Serious or Continuing Concerns Meeting

6.1. A key purpose of this meeting is to support you to engage with your studies. We will consider options including implementing an action plan to resolve the concerns that led to the meeting, a temporary interruption from study or, in some cases, a



recommendation that you are withdrawn permanently from the College. If the meeting is held with an applicant who has not yet enrolled, the outcome of the meeting could include their enrolment being deferred.

- 6.2. Aside from this policy, you may choose to interrupt your studies at any point. If you decide you want to interrupt or if we decide to interrupt you from study, this will normally last for the remainder of the academic year.
- 6.3. The decision made at a Serious or Continuing Concerns Meeting will be communicated to you as soon as is practically possible, and where possible we will do this verbally (in all cases the decision will be given in writing). We will try to do this the same day of the meeting if the timing allows, but if not we may reconvene soon after. If we have been unable to meet with you to inform you of the decision, we will write to you to let you know the outcome. We will confirm in writing the outcome of any meeting within 10 working days.
- 6.4. When we write to you about an interruption from study, we will explain the process you to return to study. If you do not request to return to study, and do not respond to communications, you will be withdrawn from your programme of study.
- 6.5. The HE Registrar will also be able to support you if you later plan to return to study and wish to apply for the Disabled Students' Allowance, which you are encouraged to do well in advance of requesting to return.

7. Return to Study

If you choose to interrupt or are temporarily interrupted from your programme, you may at a later date want to resume study. Our priority in such situations is ensuring you are well enough to return and successfully engage in your programme and student life at that time.

- 7.1. You must contact us, giving at least six weeks' notice, if you want to request to return to study.
- 7.2. Upon hearing from you, we will work with you to assess if relevant your fitness to resume study which could include evidence like a letter from a registered health professional, social worker, law enforcement professional or anyone else who has been supporting you professionally.
- 7.3. The staff team will review any relevant information and you will be notified if you can return to study or whether we feel your interruption should be extended or in some case you should be permanently withdrawn from study.

8. Appeals

You can appeal against decisions made within this policy. By decisions, we mean a decision by the College to put into place an action plan with you, a decision to temporarily interrupt you from study, or a decision to recommend permanent withdrawal from your programme of study.

Grounds for appeal

- 8.1. The appeals procedure is not a means of setting aside professional judgements of university staff with respect to your wellbeing in accordance with this policy. You may submit an appeal on the following grounds:
 - Material procedural irregularity; or,



- There is new evidence which for good reason, you were unable to provide at the time that the decision was taken under the Study and Wellbeing Review Policy; or,
- Bias, or reasonable perception of bias during the procedure; or,
- The decision made was unreasonable; or,
- The action which has been taken is disproportionate, or not permitted under the Study and Wellbeing Review Policy

8.2. Appeals will be considered by the Head of School and Director of Curriculum.

8.3. You will be informed in writing within ten working days of the outcome of the decision being made.

9. Office of the Independent Adjudicator (OIA)

If, after exhausting the Appeals process, the student remains dissatisfied with the College's final decision they may submit a complaint to the Office of the Independent Adjudicator for Higher Education. Contact details for the Independent Adjudicator are:

Office of the Independent Adjudicator
 3rd Floor
 Kings Reach
 38 – 50 Kings Road
 Reading
 RG1 3AA
 Tel: 01189 599813
 Email: enquiries@oiahe.org.uk

10. Responsibility

Director of Curriculum
 Vice Principal Curriculum & Quality

Definitions:	As above	Who Needs to Know?	<ul style="list-style-type: none"> • All College HE staff • HE Students • College Safeguarding Officer
Related Policies and Procedures:	<ul style="list-style-type: none"> • Attendance & Engagement Policy • Safeguarding & Child Protection Policy • Prevent Policy • Student Disciplinary Policy 	Approval Date:	April 2023

This policy was approved and adopted by:

Julia Howe

**Julia Howe
Principal**