

Student Support and Wellness Policy

Contents

Student Support and Wellness Policy	1
Contents	1
Purpose	1
Scope.....	1
Introduction	3
Urgent provisional action.....	4
Student support and wellness meeting (Stage 1).....	5
Student support and wellness meeting (Stage 2).....	6
Student support and wellness panel (Stage 3)	8
Appeals.....	10
Monitoring and review	11
Disclaimer.....	11
Process Overview for Student Support and Wellness Meetings Stages 1-3.....	12

Purpose

1. This document outlines the general context, purpose and principals of Birkbeck’s Student Wellness and Support Policy and the circumstances under which it should be implemented. The primary aim of the policy is to ensure that students can, with appropriate, coordinated adjustments and support, participate safely, appropriately, and successfully in all aspects of teaching, learning and assessment and our provisions and community. The policy should be read in conjunction with the accompanying guidance.

Scope

2. The policy is applicable to all levels, stages, and modes of study from application to graduation, and/or in instances where a student wishes to return following a voluntary or enforced break in studies or suspension, and there is concern about their health or disability and their ability to participate safely, appropriately, and successfully in any aspects of teaching, learning and assessment and our provisions and community (including placement providers, partner institutions, visitors and contractors).
3. Under these circumstances, it may be used to facilitate collaboration with students and others involved their care, and do the following:

- a. Consider the students needs and any reasonable adjustments, support, and options available to help them to make informed decisions, and to develop an action plan.
- b. Assess whether the College can support application to, [re]enrolment or continued participation in studies; this includes course related activities that take place outside of the traditional theory-based learning environment e.g. study abroad opportunities, placements or field trips.

This is with the best interest of the student's wellbeing, health, safety, studies, and that of others in mind.

4. The safeguarding team has the discretion to refer offer holders or students for whom there are safeguarding, personal circumstances and/or wellbeing concerns, even in the absence of a suspected or known health concern or disability. This is to facilitate a collaborative approach to the consideration of support needs and the options available, to help students make informed decisions, and to develop an action plan. In some instances, it may also be used to assess whether a student can be supported to [re]enrol or continue to participate in their studies.
5. The policy may not be applicable under the following circumstances:
 - a) They are registered on a PSRB programme where fitness to practice applies
 - b) They are currently overseas on a Study Abroad Programme, in which instance the host institution is responsible for the management of support, health, wellbeing and safety.
 - c) They are on a validated or partnership programme where registration is managed by the partner institution.
6. The policy is not intended to respond to or manage issues solely related to academic performance, where there is no apparent link between this and a safeguarding, wellbeing, health, or disability related issue(s).
7. The policy is not a replacement for fitness to practice procedures
8. The policy is not an alternative to the [student discipline policy](#) however, it may be alternatively referred to and utilised in the following instances:
 - a) It is felt that the student discipline policy cannot appropriately address the concern(s) raised and/or;
 - b) It is believed that the concern(s) arises from a known or suspected wellbeing, health or disability related issue.
9. The College reserve the right to refer or revert to other policies and procedures as required, including but not limited to the following circumstances:
 - a) It is believed this policy cannot appropriately address the concern(s) raised
 - b) There is insufficient evidence to suggest that the identified concern(s) arises as a consequence of a known or suspected wellbeing, health, or disability related issue.
 - c) The applicant or student do not fully engage with the procedures or support provided
10. Use of this policy does not prevent the application and use of other appropriate policies and procedures such as Mitigating Circumstances.

11. Actions taken under this policy and procedure are not of a disciplinary nature. Those deemed necessary will be limited to that which is required to protect the interests of the referred student and all member of the College community, as far as is reasonably possible.

Introduction

12. Birkbeck believes that education should be available to all sections of society. It is mission to improve access to education amongst traditionally underrepresented communities which includes but is not limited to those with disabilities and those who would typically be unable to study. The more diverse our community, the greater its potential for innovation and excellence in education, teaching, research, and learning.
13. The College strive to enable all our students to fulfil their personal and academic potential. It recognise that health and wellbeing essential components of the above, and that it has a responsibility to support students to feel and function well. It is committed to the reduction of attainment gaps, advancement of equal opportunities and provision of a high-quality learning and positive student experience for all.
14. The College is committed to the provision of appropriate, support and an inclusive environment where all staff, students, visitors, and contractors and welcomed, respected, and treated in a fair manner, free from unlawful discrimination, harassment, and victimisation. This is consistent with Birkbeck's [Equality and Diversity Statement](#).
15. The College expect that students can conduct themselves accordance with the [Birkbeck Principles of Dignity at Work and Study](#) and uphold the expectations of [Being A Member of the Birkbeck Community](#). Additionally, when consider whether a student can be supported to enrol or continue to participate in our activities and community, other factors may be taken into consideration. These may include, for example:
 - a) If they have an awareness of their own physical or psychological wellbeing, health and disability and safety and that of others
 - b) If they are willing and able to seek and engage in appropriate support as required
 - c) If they are able attend and engage effectively, appropriately, and safely in in-person and/or remote activities...
 - d) If they are able to safely and effectively undertake periods in private study without supervision
 - e) If they can submit and undertake assessments within standard academic timescales
 - f) If they are able to communicate effectively, appropriately, and safely with members of the College community.
 - g) Where relevant, if they can safely live independently in student residencies
 - h) If they can engage appropriately, safely and as expected in relevant processes
 - i) If they have legal capacity*

This will usually be considered in the presence of any appropriate, reasonable adjustments.

16. The policy aims to ensure that a non-judgemental, sensitive, appropriate, and collaborative consideration and response is given to the personal circumstances,

wellbeing, health, and disability of an individual applicant of student. This is balanced with the experience of and impact to College activities and community.

17. Applicants and students are responsible for considering and ensuring that they are well enough to study prior to [re-]enrolment, and for seeking guidance and engaging in any internal or external support required, in a timely manner.
18. Staff are responsible for maintaining their knowledge of all aspects of this policy and accompanying guidance and for its implementation. They are responsible for raising concerns at the earliest opportunity, signposting students to support and initiating this policy where appropriate, in a timely manner.

Urgent provisional action

19. Student Services may take urgent provisional action prior to or following any activity taken under this policy in the circumstances indicated below. This is not intended to be punitive but to ensure the College can discharge its duty of care to the student and the wider community:
 - a) Where there are serious concerns about a student's health, wellbeing and/or safety
 - b) Where there are concerns about the health, wellbeing and/or safety of members of the College community or general public (including placement providers and partner institutions where applicable)
 - c) Where a student has been referred to stage 3 (see paragraphs 48 to 61)
 - d) Where a student is detained under the Mental Health Act

Student Services will liaise with any relevant external services involved in the student's care and/or the emergency contact where appropriate, to help manage any unintended distress that might arise from this action and ensure the student is supported.

20. Following any urgent, provisional action, the case will be referred to stage 2 or 3 of the policy, as deemed appropriate (see below). This will consider whether any action taken can be lifted and/or whether an action plan can be developed to sufficiently mitigate any concerns, enabling the student to continue or return to study.
21. Urgent, provisional action taken may place the student on an immediate, provisional break in studies pending a student support and wellness panel (see paragraph 18c); this will be put in place for a set period, not to exceed one month.
22. An immediate, provisional break in studies may be subject to individualised terms and qualification but will otherwise prevent access to college premises or participation in activities without prior written agreement.
23. An immediate, provisional break in studies will be reviewed after two weeks. Where the provisional break in studies remains in place, the student funding administration team will be notified that the student has been placed on a break due to health reasons, within 28 days.
24. Any urgent provisional action taken does not affect the student's status as a member of the College.

25. Students will be notified in writing of any urgent, provisional action taken including terms.

Student support and wellness meeting (Stage 1)

26. A student support and wellness meeting (stage 1) should be initiated when an emerging concern(s) is identified regarding or which is believed but may not be known to arise from a suspected or confirmed health, disability, or wellbeing related issue. The primary purpose of the meeting is to identify the cause of the concern, gather contextual information and collaboratively develop and collaboratively agree an action plan including reasonable adjustments, expectations, or conditions, to support the student to engage with their studies, college provisions and community safely, appropriately, and effectively while staying well.
27. A student support and wellness meeting (stage 1) should be initiated by the relevant programme director, personal tutor, mental health advisory, disability and dyslexia services or safeguarding team, by submission of a completed referral request form. Student Services will review the request on receipt; if approved, the meeting should usually take place within 10 working days.
28. The academic department is responsible for the coordination of the meeting and management of associated student communications including notification of initiation and outcomes.
29. The meeting should usually be chaired by the programme director or personal tutor but in some instances may be managed by an appropriate nominee. They must have knowledge of this policy, the student case under consideration and the support and options available.
30. The meeting should be attended by the relevant programme director, personal tutor; an appropriate member of the mental health advisory, disability, and dyslexia services and/or safeguarding team may also be in attendance. The College has the discretion to include other staff members as appropriate, they may also request the student's consent to include a family member(s) or external professional(s) involved in their care and support.
31. The College aims to provide students with 5 working days' written notice of the scheduled discussion meeting, this should include the following:
 - a) an outline of the concerns which prompted initiation of the policy, and meeting purpose
 - b) a link to the Student Wellness and Support Policy
 - c) confirmation of the date, time, and location of the meeting
 - d) details of who will attend and if relevant, a request for consent to include external others
 - e) information about the position on cancellation, non-attendance or response and lateness
32. Students should respond promptly to meeting invitations and are expected to participate actively and appropriately in the process. If they are unable to attend for any reason, they must provide at least 48 hours' cancellation. If students do not respond to meeting invitations, refuse to attend, or do not provide 48 hours'

cancellation notice, the meeting may go ahead in their absence, and this may affect the outcome. For example, the student may be referred to a student support and wellness meeting (stage 2) or to alternative policies and procedures as deemed appropriate given the information available.

33. Following conclusion of the meeting, the following should be circulated to the student and all relevant staff members within 10 working days:
 - a) An outline of the meeting and key discussion points
 - b) A list of agreed outcomes including any actions, reasonable adjustments, expectations or conditions and timescales; This must include a clear allocation of responsibilities.
 - c) Confirmation of the date, time, and location of any review meeting
34. Where it has been agreed that the concerns can be managed at stage 1 and do not currently warrant escalation, a review meeting will usually be required. This should typically take place within 6 weeks.
35. A secure record of all relevant communications, evidence, meeting outline and outcomes should be kept in line with the College data retention policy.

Student support and wellness meeting (Stage 2)

36. A Student Support and Wellness Meeting (Stage 2) should be conducted under the following circumstances:
 - a) Where there are concerns about an offer holder's health, disability, or wellbeing related issue and their ability to engage with their studies, college provisions and community and general public, safely, appropriately, and effectively whilst staying well.
 - b) A student has not engaged appropriately in stage 1 procedures and, based on the information available it is determined that concerns raised would be most appropriately managed through continued consideration under this policy.
 - c) Following a stage 1 meeting there is a continued or ongoing concern(s) for the student's health, disability, wellbeing, or ability to engage in study or participate in college provisions or community safely, appropriately, and effectively.
 - d) There are significant or more immediate concerns about the student's health, disability, wellbeing, or ability to engage in their studies, college provisions or community safely, appropriately, and effectively which warrants a direct referral to stage 2.
 - e) The student has applied to or is currently participating in an external placement, fieldtrip, or study abroad programme and there are concerns about their ability to engage in this safely, appropriately, and effectively, whilst staying well. Under this condition, a field trip assessment should be conducted by the mental health advisory or disability and dyslexia services or safeguarding team as appropriate prior to the meeting. If the student does not engage as expected the referral to stage 2 can progress as planned.
 - f) The student is scheduled to return following a voluntary or enforced break in studies due to health, disability, or wellbeing related concerns. This does not include students placed on a provisional break in studies by the Academic Registrar or; those whose break in studies was a required outcome of a student support and wellness panel (stage 3), under which circumstances requests to return to study should be referred to and reviewed by a panel (stage 3). The student may also be required to attend an appointment with mental health

advisory, disability and dyslexia and/or safeguarding teams and/or meet with the consultant psychiatrist as appropriate.

37. Stage 2 may be initiated by the relevant programme director, personal tutor, mental health advisory, disability and dyslexia services or safeguarding team by submission of a completed referral request form. Student Services will review the request on receipt; if approved, the meeting should usually take place within 10 working days.
38. The academic department is responsible for the coordination of the meeting and management of associated student communications including notification of initiation and outcomes.
39. The meeting should usually be chaired by the programme director or personal tutor but in some instances may be managed by an appropriate nominee. They must have knowledge of this policy, the student case under consideration and the support and options available.
40. The meeting should be attended by the relevant programme director, personal tutor or nominee and an appropriate member of the mental health advisory, disability and dyslexia services and/or safeguarding team. The College has the discretion to include other staff members as appropriate and, may request the student's consent to extend this to family members or external practitioners involved in the student's care and support.
41. The College aims to provide students with 5 working days' written notice of the scheduled discussion meeting, this should include the following:
 - a) An outline of the concerns which prompted the referral to stage 2
 - b) A copy of any relevant supporting evidence or documentation
 - c) A clear statement that they are being referred to stage 2 of the policy
 - d) A link to the Student Wellness and Support Policy
 - e) Confirmation of the date, time, and location of the meeting
 - f) Details of who will attend and if relevant, a request for consent to include external others
 - g) Invitation for the student to be accompanied by a companion (see paragraph 41)
 - h) Information about the position on cancellation, non-attendance or response and lateness (see paragraph 42)
42. Students may be accompanied by a companion of their choice; this may be a member of the [Students' Union Advice Service](#) but cannot be any other member of the college community or legal representative. Requests to be accompanied must be made in writing at least 48 hours in advance of the meeting and include the companion's name and nature of the relationship to the student. The College retains the right to decline the request if it is felt that it would be inappropriate for the identified companion to accompany the student, for example if there is a conflict of interest. The companion may not contribute to the meeting or advocate on the behalf of the student.
43. Students should respond promptly to meeting invitations and are expected to participate actively and appropriately in the process. If they are unable to attend for any reason, they must provide at least 48 hours' cancellation. If students do not respond to meeting invitations, are unable or refuse to attend or do not provide 48 hours' cancellation notice, the meeting may go ahead in their absence, and this may

affect the outcome. For example, the student may be referred to a student support and wellness panel meeting (stage 3) or to alternative policies and procedures as deemed appropriate given the information available.

44. Where a student wishes to return following a voluntary or enforced break in study, they will be required to demonstrate and/or provide satisfactory evidence that they have overcome the original concerns and, have the resources to minimise and respond to the risk of reoccurrence. They will usually be required to meet with the College medical advisor.
45. If a consensus cannot be reached on the most appropriate action or outcome, the case should be referred to a student support and wellness panel (stage 3).
46. Following conclusion of the meeting, the following should be circulated to the student and all relevant staff members within 10 working days:
 - a) An outline of the meeting and key discussion points
 - b) A list of agreed outcomes including any actions, reasonable adjustments, expectations or conditions and timescales; This must include a clear allocation of responsibilities.
 - c) Confirmation of the date, time, and location of the review meeting
 - d) If applicable, reminder of right to appeal and relevant process (see paragraphs 62-66)
47. Where it has been agreed that the concerns can be managed at stage 2 and do not currently warrant escalation, a review meeting will usually be required. This should typically take place within 6 weeks.
48. A secure record of all relevant communications, evidence, meeting outline and outcomes should be kept in line with the College data retention policy.

Student support and wellness panel (Stage 3)

49. A student support and wellness panel will be convened under the following conditions:
 - a) The student has not engaged as expected in stage 1 or 2 procedures and, based on the information available it is determined that referral to panel is appropriate.
 - b) There are ongoing concern(s) that have not been resolved at stage 1 and/or 2
 - c) Following stage 2, it is determined that the student's support and adjustment needs exceed what can be reasonably and appropriately provided.
 - d) A consensus could not be reached on the most appropriate action or outcome at stage 2
 - e) Where there is significant concern about a student's health, disability, wellbeing, or safety and/or their ability to study and engage appropriately in the College community.
 - f) Where there are serious concerns regarding risk to the health, wellbeing, or safety of others
50. Stage 3 may be initiated through submission of a completed referral request form by the relevant programme director or personal tutor in consultation with the mental health advisory, disability and dyslexia services or safeguarding teams. The mental health advisory, disability and dyslexia services or safeguarding team may make

independent referrals to panel. Student Services will review the referral request; if approved, the panel should usually meet within 10 working days.

51. Student Services is responsible for coordinating the panel and for the management of associated student communications including notification of initiation and outcomes.
52. A Stage 3 panel will be chaired by a senior office of the College and will consist of the following:
 - a) A representative of the student's school
 - b) A representative of another school and;
 - c) A representative from Student Services
53. The panel may also include as appropriate:
 - a) The College medical advisor
 - b) A mental health or disability and dyslexia advisor
 - c) A representative from the International Student Administration
 - d) A senior member of staff from Estates and/or
 - e) A member of other Professional Services
54. The College aims to provide students with at least 5 working days' written notice of the panel, this should include the following:
 - a) An outline of the concerns which prompted the referral to stage 3
 - b) A copy of any relevant supporting evidence or documentation
 - c) A clear statement that they are being referred to stage 3 of the policy
 - d) A link to the Student Wellness and Support Policy
 - e) Confirmation of the date, time, and location of the panel
 - f) Details of who will attend and if relevant, a request for consent to include external others
 - g) An invitation or requirement to provide a statement, evidence, or documentation in advance and clear deadline.
 - h) Invitation for the student to be accompanied by a companion (see paragraph 54)
 - i) Information about the position on cancellation, non-attendance or response and lateness (see paragraph 55)
55. The student may be asked to provide medical evidence or to attend an assessment with the College medical advisor prior to or following a panel. If a student is unable or declines to provide evidence or participate in the assessment, this may affect the panel outcome.
56. Students may be accompanied to the panel by a companion of their choice; this may be a member of the [Students' Union Advice Service](#) but cannot be any other member of the college community or legal representative. Requests to be accompanied must be made in writing at least 48 hours in advance of the meeting and include the companion's name and nature of the relationship to the student. The College retains the right to decline the request if it is felt that it would be inappropriate for the identified companion to accompany the student, for example if there is a conflict of interest. The companion may not contribute to the meeting or advocate on their behalf of the student.

57. Students should respond promptly to panel invitations and are expected to participate actively and appropriately in the process. If they are unable to attend for any reason, they must provide at least 48 hours' cancellation. If students do not respond to panel invitations, are unable or refuse to attend or do not provide 48 hours' cancellation notice, the panel may go ahead in their absence, and this may affect the outcome. For example, the student may be referred to a student support and wellness panel meeting (stage 3) or to alternative policies and procedures as deemed appropriate given the information available.
58. The panel are responsible for noting any impact to the student arising from the identified outcome(s), seeking guidance as required.
59. Following conclusion of the meeting, the following should be circulated to the student and all relevant staff members within 10 working days:
- a) An outline of the meeting and key discussion points
 - b) A list of agreed outcomes including any actions, reasonable adjustments, expectations or conditions and timescales; these must be clearly defined and include a clear allocation of responsibilities.
 - c) Where possible this should include reference to any identified impact of the outcome(s) and signposting to relevant internal and/or external advice and support services as appropriate.
 - d) Confirmation of timeframe and process for review

This communication must be agreed by the panel prior to circulation.

60. Where a student wishes to return following a voluntary or enforced break in study arising from health, disability, or wellbeing related concerns, they will be required to demonstrate and/or provide satisfactory evidence that they have overcome the original concerns and, have the resources to minimise and respond to the risk of recurrence. They will usually be required to meet with the College medical advisor.
61. In cases where the panel recommends the withdrawal of the student, the Master must be notified.
62. Following a panel, a review at stage 2 or 3 will usually be required, except in instances where the student is withdrawn. The timeframe and process for review will be dependent on individual circumstances. It will not always be possible or appropriate to confirm a specific review date during or immediately following a panel.
63. A secure record of all relevant communications, evidence, meeting outline and outcomes should be kept in line with the College data retention policy.

Appeals

64. Student's may request a review of the following:
- a) The decision of a student support and wellness meeting (stage 2) where approval for a placement or study abroad programme has been declined or withdrawn.

- b) The outcome of a student support and wellness panel meeting (stage 3) where this has resulted in an enforced break in studies or an instruction that regulations must not be suspended.
65. A request for review of a decision will only be accepted if it can be sufficiently demonstrated:
- a) That the correct procedure was not followed
 - b) That evidence of further material circumstances that could not reasonably be submitted for consideration by the panel within expected timescales.
66. A request for review must be submitted by the student within 14 days. This must be provided in writing and include details of the grounds for request (see paragraphs 62 and 63); it should be sent to safeguarding@bbk.ac.uk.
67. Requests for review will be considered by the Academic Registrar or nominee, where appropriate in consultation. It may be determined that:
- a) The conditions for review have not been met and the case should be dismissed
 - b) There is a case for review, under which circumstances the Academic Registrar or nominee may review the case in consultation or it may be referred for re-consideration by a student support and wellness panel (stage 3).
68. At the conclusion of these procedures, the student will be provided with a completion of procedures letter, signifying the completion of internal college appeals procedures. This is required if students wish to advance a complaint with the [Office of the Independent Adjudicator](#).

Monitoring and review

69. This policy and related procedure is subject to annual review led by Wellbeing Services and which may result in changes.
70. The College will maintain anonymised records on the use of this policy for monitoring, reporting and review.

Disclaimer

The information in this policy is correct at the time of writing. The College subscribes to the Office of the Independent Adjudicator for Higher Education (OIA) scheme, this policy is therefore subject to its review. The College is committed to complying with any formal decision and/or recommendation(s) issued by the OIA arising from a student complaint, noting that it is not bound to comply with the OIA decision. The College reserves the right to make amendments to the policy. In the event that amendments are made, reasonable steps will be taken to publicise changes in a timely manner.

Process Overview for Student Support and Wellness Meetings Stages 1-3

	Stage 1 – Support and wellness meeting	Stage 2 – Support and wellness meeting	Stage 3 – Support and wellness panel
Referral criteria	<p>Student:</p> <p>Emerging concern(s) identified regarding or believed to arise from a suspected or confirmed wellbeing, health, or disability related issue.</p>	<p>Offer holder:</p> <p>Concerns held regarding or believed to arise from a wellbeing, health, or disability related issue. They will usually be required to meet with the Mental Health Advisory or Disability and Dyslexia Services, Safeguarding team and/or the College consultant psychiatrist or medical advisor in the first instance.</p> <p>Student:</p> <ol style="list-style-type: none"> 1. Significant or immediate concern(s) regarding or believed to arise from wellbeing, health, or disability related concerns. This includes concerns regarding safety. 2. Significant or immediate concern(s) regarding engagement and participation in college activities and within its community believed to arise from wellbeing, health, or disability related issues. 	<p>Offer holder:</p> <p>An agreement or consensus cannot be reached regarding the most appropriate action or outcome at Stage 2.</p> <p>Student:</p> <ol style="list-style-type: none"> 1. There is a very significant or immediate concern(s), regarding or believed to arise from wellbeing, health, or disability related issues thought to require an enforced break in studies or withdrawal. 2. There is a very significant or immediate concern(s) regarding engagement and participation in college activities and within its community believed to arise from wellbeing, health, or disability related issues thought to require an enforced break in studies or withdrawal.

		<p>3. On completion of a field trip assessment or where engagement in this process has been insufficient or inappropriate, there is an unresolved concern(s) regarding application to or current engagement in an external placement, fieldtrip, or study abroad programme.</p> <p>4. Following insufficient or inappropriate engagement at Stage 1, it is determined that the concern(s) raised would be most appropriately managed through continued consideration under this policy.</p> <p>5. Following Stage 1, there is continued concern(s) regarding or believed to arise from wellbeing, health, or disability related issues.</p> <p>6. Following Stage 1, there is continued concern(s) regarding engagement and participation in college activities and within its community believed to arise from wellbeing, health, or disability related issues.</p> <p>7. Return from a voluntary or enforced break due to wellbeing, health or disability concerns is scheduled, usually within 6-8 weeks. This does not include:</p> <ul style="list-style-type: none"> • Break in studies implemented under urgent, provisional action or; • Instances where the break in study arose as an outcome of Stage 3. 	<p>3. Following insufficient or inappropriate engagement at Stage 1 and/or 2, it is determined that the concern(s) raised would be most appropriately managed through continued consideration under this policy and referral to Stage 3.</p> <p>4. Following Stage 2, there is continued concern(s) regarding or believed to arise from wellbeing, health or disability related issue (for example, despite development of action plan, wellness to study has not been demonstrated, see paragraph 17).</p> <p>5. Following Stage 2, it is determined that support and adjustment needs exceed what can reasonably and appropriately be provided.</p> <p>6. An agreement or consensus cannot be reach regarding the most appropriate outcome at Stage 2.</p> <p>7. Return from a voluntary or enforced break arising as an outcome of previous consideration at Stage 3.</p> <p>8. The Consultant Psychiatrist has advised that the student is not well enough to study.</p>
--	--	--	--

	Stage 1: Support and wellness meeting	Stage 2: Support and wellness meeting	Stage 3 – Support and wellness panel
<p>Meeting attendance</p> <p>(Inclusive of the offer holder or student)</p>	<p>Chair: Academic (see below)</p> <ol style="list-style-type: none"> 1. Relevant programme director and/or; 2. Personal tutor and/or; 3. Mental Health Advisor and/or; 4. Disability and Dyslexia Advisor and/or; 5. Safeguarding lead 6. Discretion to include others as appropriate. This includes external practitioners or family members with consent. 	<p>Chair: Academic or nominee (see below)</p> <ol style="list-style-type: none"> 1. Relevant programme director and/or; 2. Personal tutor <p>And</p> <ol style="list-style-type: none"> 3. Mental Health Advisor and/or; 4. Disability and Dyslexia Advisor and/or; 5. Safeguarding lead 6. Discretion to include others as appropriate. This includes external practitioners or family members with consent. <p>Note: Offer holder or student may bring a companion (see paragraph 26)</p>	<p>Chair: Senior College Officer</p> <ol style="list-style-type: none"> 1. Representative from School 2. Representative of another School 3. Student Services Representative <p>May also include as appropriate:</p> <ol style="list-style-type: none"> 1. College medical advisor/psychiatrist 2. Mental Health Advisor 2. Disability and Dyslexia Advisor 3. Senior Estates staff member 4. Professional Services staff member 6. Discretion to include others as appropriate. This includes external practitioners or family members with consent. <p>Note: Offer holder or student may bring a companion (see paragraph 26)</p>

	Stage 1 – Support and wellness meeting	Stage 2 – Support and wellness meeting	Stage 3 – Support and wellness panel
Aims of meeting	<p>1. To address and identify the cause of the concern(s) and gather contextual information.</p> <p>2. To consider and confirm whether the concern(s) is suitable for consideration and management under this policy.</p> <p>3. To explore support requirements and appropriate, reasonable, and available options.</p> <p>4. To collaboratively develop and agree an action plan which may include signposting and/or referral to internal and external services, reasonable adjustments, identified expectations and/or conditions to support good health and continued safe, appropriate, and effective engagement in college activities, provisions, and community.</p>	<p>1. To address the concern(s) raised leading to referral to this policy and Stage 2.</p> <p>2. To facilitate a coordinated and collaborative approach to the response and management.</p> <p>3. To consider and confirm whether the concern(s) is suitable for continued consideration and management under this policy.</p> <p>4. To explore support requirements and appropriate, reasonable, and available options. This may include but is not limited to:</p> <ul style="list-style-type: none"> a) Break in studies recommendation b) Break in studies continuation needed c) Decision to enforce regulations d) Decision to suspend regulations e) Refusal of application to or removal from study abroad programme, external placement, or field trip. <p>5. Where relevant to consider if deferral or retraction of offer is required.</p>	<p>1. To address the concern(s) raised leading to referral to this policy and Stage 3.</p> <p>2. To objectively assess the case based on information provided by and live testimony (where appropriate) all relevant parties.</p> <p>3. To consider and confirm whether the concern(s) is suitable for continued consideration and management under this policy.</p> <p>4. To consider recommendations made on referral. To explore support requirements and appropriate, reasonable, and available options. This may include but is not limited to:</p> <ul style="list-style-type: none"> a) Enforced deferral or retraction of offer b) Refusal of application to or removal from study abroad programme, external placement, or field trip. c) Directive to enforce regulations d) Directive to suspend regulations e) Enforced break in studies f) Withdrawal

		<p>6. Where relevant, to determine if a return to study can be supported.</p> <p>7. To collaboratively develop and agree an action plan which may include signposting and/or referral to internal and external services, reasonable adjustments, identified expectations and/or conditions to mitigate concerns, support the maintenance or improvement of health and safe, appropriate, and successful engagement in college activities, provisions, and community now or in the future.</p>	<p>5. Where relevant to consider if deferral or retraction of offer is required.</p> <p>6. Where relevant, to determine if a return to study can be supported.</p> <p>7. To develop and agree an action plan which may include signposting and/or referral to internal and external services, reasonable adjustments, identified expectations and/or conditions to mitigate concerns, support the maintenance or improvement of health and safe, appropriate, and successful engagement in college activities, provisions, and community now or in the future.</p>
	Stage 1 – Support and wellness meeting	Stage 2 – Support and wellness meeting	Stage 3 – Support and wellness panel
Outcomes overview	<p>1. Agreed the concern(s) can be managed under this policy at Stage 1 and does not currently warrant escalation. An action plan is agreed. A review meeting will usually be required to consider progress and support, this should typically take place within 6 weeks.</p>	<p>1. It is agreed the concern(s) can be managed under this policy at Stage 2 and does not currently warrant escalation. An action plan is agreed, this may include but is not limited to:</p> <p>a) Continuation with action plan which may include, referral to services, identification</p>	<p>1. It is agreed the concern(s) can be managed under this policy at Stage 3. An action plan is agreed. This may include but is not limited to:</p> <p>a) Continuation with action plan which may include, referral to services, identification or reasonable</p>

	<p>2. As a result of insufficient or inappropriate engagement, it is determined that the concern(s) raised would be most appropriately managed through escalation to Stage 2 or 3.</p> <p>3. It is assessed that the concern(s) is not appropriate for consideration under this policy. This may result in a referral to other policies and procedures.</p>	<p>or reasonable adjustments and support, expectations, and conditions.</p> <p>b) Voluntary break in studies</p> <p>c) Return to study with action plan which may include, referral to services, identification or reasonable adjustments and support, expectations, and conditions.</p> <p>d) Break in studies continuation needed</p> <p>e) Decision to enforce regulations</p> <p>f) Decision to suspend regulations</p> <p>g) Refusal of application to or removal from study abroad programme, external placement, or field trip.</p> <p>h) Enforced deferral</p> <p>i) Retraction of offer</p> <p>A review meeting will usually but not always be required to consider progress and support, this should typically take place within 6 weeks.</p> <p>2. Referral to Stage 3 is required because of very significant or immediate concern regarding health and safety and/or the continued engagement and participation in college activities and within its community thought to require an enforced break in studies or withdrawal.</p> <p>2. Referral to Stage 3 is required because of insufficient or inappropriate engagement, it is determined that the concern(s) raised would be most</p>	<p>adjustments and support, expectations, and conditions.</p> <p>b) Return to study with action plan which may include, referral to services, identification or reasonable adjustments and support, expectations, and conditions.</p> <p>c) Break in studies continuation needed</p> <p>d) Refusal of application to or removal from study abroad programme, external placement, or field trip.</p> <p>e) Directive to enforce regulations</p> <p>f) Directive to suspend regulations</p> <p>g) Enforced break in studies</p> <p>h) Enforced deferral</p> <p>A review meeting will usually be required to consider progress and support; the timeframe will be dependent on individual circumstances, and it may not be possible to confirm a specific date at this stage.</p> <p>2. It is agreed the concern(s) can be managed under this policy at Stage 3. An outcome is agreed which may include but is not limited to:</p> <p>a) Retraction of offer</p> <p>b) Withdrawal</p> <p>Under these circumstances, a review is not required unless the student submits a successful appeal.</p>
--	---	---	--

		<p>appropriately managed through escalation to Stage 3.</p> <p>3. Referral to Stage 3 is required as it is determined that support and adjustment needs exceed what can reasonably and appropriately be provided.</p> <p>4. Referral to Stage 3 is required as an agreement or consensus cannot be reached regarding the most appropriate action or outcome</p> <p>5. It is assessed that the concern(s) is not appropriate for consideration under this policy. This may result in a referral to other policies and procedures.</p>	<p>3. It is assessed that the concern(s) is not appropriate for consideration under this policy. This may result in a referral to other policies and procedures.</p>
	Stage 1 – Support and wellness meeting	Stage 2 – Support and wellness meeting	Stage 3 – Support and wellness panel
Timescales	<p>Meeting: Usually within 10 working days of referral</p> <p>Notification of meeting: Usually, 5 working days' notice provided</p> <p>Outcomes: Communicated in writing within 10 working days</p>	<p>Meeting: Usually within 10 days of referral</p> <p>Notification of meeting: Usually, 5 working days' notice provided</p> <p>Outcomes: Communicated in writing within 10 working days</p>	<p>Meeting: Usually within 10 days of referral</p> <p>Notification of meeting: Usually, 5 working days' notice provided</p> <p>Outcomes: Communicated in writing within 10 working days</p>
Admin	<p>Identification of meeting time: Academic to lead</p>	<p>Identification of meeting time: Academic to lead</p> <p>Student communication (inc. minuting)</p>	<p>Convening of panel: Student Services to lead</p>

	Student communication (inc. minuting) Academic to lead	Student Services staff to lead	Student communication (inc. minuting) Student Services staff to lead
--	--	--------------------------------	--

A secure record of all relevant communications, evidence, meeting outline and outcomes should be kept in line with the College data retention policy.