

FITNESS TO STUDY/RESIDE PROCEDURES

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1. Fitness to Study/Reside

Wiltshire College and University Centre (WCUC) takes the health, safety and wellbeing of all students seriously and recognises that this is fundamental to their academic progress. The College is committed to supporting students so that they may both feel and function well, and thus seek to provide a teaching and learning environment that is safe and conducive to study. Furthermore, it is recognised that occasionally a student's circumstances, conduct or health may impact on their own or others' ability to fulfil that potential and/or present a risk of harm to themselves and/or others with the College including accommodation, which may result in implementation of the Fitness to Study/Reside Procedure.

The Fitness to Study/Reside Procedure aims to address new, emerging, or ongoing concerns at the earliest opportunity. The guidance in this procedure, clearly sets out staffs' responsibility to address, document and implement supportive measures for students which may include engaging with parents/carers, external services, and professionals.

Any information that is obtained or provided from external medical professionals and agencies will be used for the sole purpose of creating a risk assessment and support plan to enable the College to better understand how to best provide support and manage potential risk.

2. Scope

This procedure applies to all applicants and students enrolled on a WCUC course of study, including apprentices. This procedure applies to all students whilst on or off campus, including residential students, whilst on work experience, on trips or visits, and whilst representing WCUC within the community.

Appropriate action should be considered where there are concerns about a student's capacity to study or reside at WCUC and there is a cause for concern and all other procedures or options have been considered or exhausted.

Fitness to Study relates to an individual's capacity to engage satisfactorily as a student, including in relation to academic matters and college life. This covers issues relating to student wellbeing, physical, emotional, and mental health, health and safety and the wellbeing and health and safety of other individuals. Concerns may range from minor to serious.

Fitness to Reside relates to an individual's level of maturity, skill, and responsibility to be able to adapt to living away from home. Students must be able to look after themselves in all matters. This includes, but is not limited to, their mental health and wellbeing, physical and emotional health, health, and safety and/or medical conditions. If WCUC has concerns that an individual's circumstances or are deteriorating once in accommodation to the point that they may not be fit to reside, including where they may be a risk of harm to themselves or others this policy will be evoked.

Prior to this process being evoked, there must be evidence which supports an on-going supportive dialogue between the student, curriculum staff, accommodation staff, and support staff and where appropriate, the safeguarding team and the student's parent/carer/guardian. Evidence of this support should be available on the appropriate college system, ProMonitor for non-safeguarding concerns and MyConcern if there has been a reported safeguarding issue.

Students should be involved in the management of their own living arrangements wherever possible. However, there may be times where a student is unwilling or unable to work with these procedures. In these cases, the process should continue, with concerns being raised, advice being sought, and action being taken, as appropriate.

Students with an Educational Health Care Plan (EHCP)

The Fitness to Study/Reside procedure should not be implemented for any student who has an EHCP. For any concerns regarding a student who has an EHCP, staff should be working with the Inclusion and Support Manager on the appropriate campus to ensure all reasonable adjustments are in place and reviewed regularly. The statutory annual review process will be followed should the support available to the student be considered insufficient for meeting their needs. However, where there are concerns about a student's fitness to study or reside at WCUC cooling off periods and suspension can be issued in the same way in agreement with the Head of Inclusion and Support and the Head of Faculty.

3. Applicants

The admissions process takes every reasonable step to ensure that applicants are supported and given appropriate information relating to the demands of a course and where applicable accommodation and the support available to students. WCUC must have regard to its duty of care in relation to safety, health and wellbeing and the safeguarding of its students and staff. Where a member of staff has concerns, that by making a course offer or an offer of accommodation, the demands are likely to have a detrimental effect on the applicant and/or others, a referral should be made to the Head of Faculty for their study programme, Head of Inclusion and Support for EHCP students and the Residential Accommodation Services Manager where applicable. Details of the concerns must be made clearly.

Where the College believes that there is insufficient information available to make an informed decision around management risk based on disclosure, we may request written permission from the applicant to obtain further information and evidence from relevant professionals (GP, healthcare professionals and other external support agencies). If the applicant declines the College's request for permission to seek further information and/or fails to provide details of professionals or support services, the College reserves the right to not progress with their application.

This procedure may also be applied if there are concerns about a student's preadmission to the College, which may result in refusal of a place, and during any induction period if it is identified that the College cannot meet the needs of the student concerned.

Where concerns are highlighted, these will be considered under a formal meeting or a panel hearing as detailed in this policy.

4. Purpose

- To provide a suitable and co-ordinated response by academic, residential and support staff in circumstances where it is not considered appropriate to apply other internal procedures such as the Positive Behaviour Policy.
- To encourage early intervention and active collaboration between all relevant parties in managing situations where there are concerns regarding an individual's fitness to study/reside.

- To provide a non-judgemental, consistent, and sensitive approach to the management of situations which may require different levels of response according to the perceived levels of concern.

5. When to use the Policy

This policy may be implemented by the individual, any member of staff or a third party when:

- There is concern raised that the student's health or wellbeing are affecting their attendance, capacity to study or where concerns have been raised about the behaviours or wellbeing of a student studying or residing at WCUC, to the extent that they are not able to participate in their study programme to a level which will enable them to complete successfully.
- Concerns about the student's fitness to study/reside are raised by a third party i.e.: an employer, member of College staff, a medical professional or a relative.
- The student has told a member of staff that they have concerns about their own fitness to study/reside.
- Behaviour that would usually be dealt with under the Positive Behaviour Policy, may be known, or suspected to be the result of an underlying physical or mental health difficulty.
- A student's health difficulties are adversely affecting the health, safety, or wellbeing of others.
- A student's health difficulties are adversely affecting the learning, progress or likelihood or success of other students.
- There is a concern that the expectations of their study programme further impact on their physical and/or mental health and wellbeing thus putting them at risk.
- **Residential students only** - concerns have been raised about a student's health, wellbeing, behaviour, or actions that may be promoted by one or more of the following (this list is not exhaustive and other behaviours may raise concerns):-
 - Repeated reports of anti-social behaviour.
 - Refusal to comply with statutory inspections, fire drills and other health and safety processes.
 - Lethargy or signs of lack of sleep, or unusual disorientation.
 - Obvious signs of substance/alcohol misuse.
 - Changes in behaviour that make the students use of facilities a danger to themselves and/or to others.
 - Information about specific episodes (e.g., self-harm, suicidal thoughts, or attempts).
 - Mood swings or unusual behaviour (e.g., aggressive, withdrawn, obsessive, overly effusive or elated, distressed, irritable, or excessive).
 - Inappropriate behaviour (e.g., inappropriate touching, invading personal space, use of uncharacteristically bad language).

6. Responsibilities

Staff are responsible for:

- Implementing this procedure consistently providing a personalised approach for each student.
- Being aware of this procedure and referring to it when concerns about a student's fitness to study/reside arise.
- Bringing this procedure to a placement providers attention (where relevant).

- Where the student is under 18 liaising with their parent/carer about emerging concerns and inviting them to any meetings, sending correspondence as appropriate.
- Supporting a student to catch up where necessary if being subject to these procedures delay the student's completion of their studies.

Placement providers are expected to:

- Discuss any fitness to study/reside concerns with the relevant member of staff, curriculum, or the apprenticeship team.

7. Record Keeping

- Safeguarding concerns relating to fitness to study/reside should be raised on MyConcern which will be actioned by the Campus Safeguarding Lead. For non-safeguarding concerns these should be raised on Pro-Monitor.

8. Student Support

- Where the student is under 18, they should be accompanied to any meetings/hearings by their parent/carer. For students who are over 18 they can request to be accompanied by a friend or a relative and are required to give notice prior to any meeting/hearing.

9. Minor Concerns

A member of staff with primary responsibility for the student e.g.: Lecturer, Assessor, Residential Accommodation Services Manager should address minor concerns through an informal meeting without having to resort to formal action in the first instance. Appropriate support arrangements for the student should be considered. The cause for concern and the agreed actions should be recorded on the appropriate platform (MyConcern or ProMonitor) and this should state that the student has been subject to a fitness to study/reside but without any sensitive details. A risk assessment may need to be completed using the agreed college template. Any risk assessment must be agreed with the Head of Faculty before issuing. The student and member of staff should agree to meet within one month to review the situation and to review the risk assessment if one has been put in place, and to discuss the effectiveness of the support the student may have been accessing. The key points of this discussion and any agreements should be recorded on the relevant platform (MyConcern or ProMonitor).

Students should be informed that if the concerns continue, any additional causes for concern arise, or they refuse or are unable to engage in the process, this could result in their fitness to study/reside being further considered under the continuing or serious concerns section in this procedure.

10. Continuing or Serious Concerns

Formal Meetings

Formal meetings can be requested by the Deputy Head and authorised by any member of the College Management Group (CMG) for either a single extreme concern or a pattern of concerns that have been identified where the informal process has been followed without the desired effect. The Accommodation and Services Manager should be consulted where appropriate.

The Deputy Head will chair the meeting to discuss the issue. The meeting may be attended by other relevant staff.

The student should be informed of the purpose of the meeting hearing and advised of any documentation they need to bring and given at least 3 college working days' notice before the meeting.

Who should be present:

- The student
- Parent/carers/guardians for students under the age of 18
- Student advocate for students over the age of 18 (always offered)
- Other members of staff as appropriate ie: Residential Accommodation Services Manager, a Campus Safeguarding Lead.

Meeting arrangements:

1. The Deputy Head should work with the Customer and Curriculum Service Advisor on campus to arrange a notification to be sent to the student, giving 3 college working days' notice of the meeting. The letter should state the nature of the concern and the student's entitlement to be accompanied and enclosing copies of any evidence and documentation that is to be referred to at the meeting.
2. At the meeting the Deputy Head will explain the process and the potential outcomes to the student and will inform them of their right to appeal any outcome formally to the awarding organisation.
3. The Deputy Head will present the case and the student is then entitled to respond.
4. A period of questioning and discussion may follow, with the aim of finding an amicable solution where possible.
5. Once the meeting has come to a close, the findings will be reviewed by the staff members conducting the formal meeting and an outcome decided. In regard to fitness to reside this will include the suitability to remain in accommodation.
6. The Deputy Head will ensure that the student is notified of the decision in writing within five working days.

Panel Hearing

Panel Hearings can be requested by the Head of Faculty and authorised by the appropriate Executive Director. The Accommodation and Services Manager should be consulted where appropriate. The Executive Director will decide what immediate action needs to be taken (for example suspension) and which procedures should be followed to address the issue.

When considering a panel hearing the following must also be considered:-

- Safeguarding referral
- Signposting to support services
- Suspension
- Notification to third parties
- Any other action deemed appropriate in the circumstances.

The Executive Director will chair the meeting to discuss the issue. The meeting may be attended by other relevant staff.

The student should be informed of the purpose of the panel hearing and advised of any documentation they need to bring and given at least 3 college working days' notice before the meeting.

Who should be present:

- The student
- Parent/carers/guardians for students under the age of 18
- Student advocate for students over the age of 18 (always offered)
- Support agencies, where appropriate (always invited)
- Other staff as appropriate ie: Accommodation Services Manager, Designated Safeguarding Lead or Senior Safeguarding Lead

If the decision of the panel is to exclude the student, then this must be referred to the Cross College Safeguarding Group (CCSG) to make the final decision. In making its decision the CCSG will review all relevant documents and consider any further information presented in writing by the student, their parent/carers/guardians or supporting agencies working with them. Following their meeting the CCSG will write to the student and their parent/carer/guardian, where appropriate within 5 College days of the outcome of the formal hearing. There is no appeal process for this decision.

The Safeguarding Administrator will ensure that there is a record on ProMonitor and ProSolution to alert relevant staff.

Meeting Arrangements:

1. The Head of Faculty should work with the Customer and Curriculum Service Advisor on campus to arrange a notification to be sent to the student, giving 3 college working days notice of the meeting, stating the nature of the concern, the student's entitlement to be accompanied and enclosing copies of any evidence that has been collated and any documentation to be referred to at the hearing.
2. At the hearing, the Head of Faculty will explain the process and the potential outcomes to the student.
3. The Head of Faculty will present the case and the student is then entitled to respond.
4. A period of questioning and discussion may follow, with the aim of finding an amicable solution where possible.
5. Once the hearing has ended and the student has left the hearing the Panel will review the findings and decide on the outcome
6. If the Head of Faculty as the Panel Chair concludes that the student should be excluded from College and/or their residential accommodation they must refer this to the Cross College Safeguarding Group (CCSG) for the final decision.
7. The Head of Faculty will write to the student within 48 hours of the Panel Hearing to inform the student of the outcome of the hearing.

11. Cooling Off

Where an incident requires immediate cooling off for the student where practical students can be given the option to stay on WCUC premises and if the student has support needs, they should be referred to the Inclusion and Support team.

If remaining on premises would put the student or others at risk WCUC can ask the student to leave the premises. If this is the case the Deputy Head or any member of CMG can authorise a cooling off period which can last for 48 hours maximum UNLESS there is a risk of harm to the student or others awaiting a formal meeting/hearing in which case the suspension can be extended in agreement with the relevant Executive Director.

Please note: If a cooling off period is not correctly reported the student is officially 'missing from education' therefore ALL cooling off periods should be logged on ProMonitor by the member of staff issuing the cooling off period under student comments copying in all relevant staff.

Head of Faculty or Deputy Head must inform parents/carers/guardians for any student under 18 years of age being sent home on a cooling off period prior to them leaving the campus. In the case of a request to send a vulnerable student home for a cooling off period e.g., Looked After Children, Young Parents, Young Carers, those working with the Youth Justice Service or Care Leavers, this must be discussed prior to the suspension with the Director of Student Services and Safeguarding.

Return to College following a cooling off period would result in a meeting with the Head of Faculty or Deputy Head with the student and their parent/carer/guardian to ensure that the student is fit to return to study/reside.

Crisis Intervention

It is possible that a student may pose such an extreme risk that emergency assistance is needed outside of these procedures. In a situation where it is believed that a student's behaviour presents an immediate risk to themselves or others the Emergency Services should be called by dialling 999 and Reception should be notified if an ambulance will be attending site.

12. Suspension

Where there is a serious concern over the student fitness to study/reside and it is believed that their continued presence on site/at placement would compromise the investigation into the matter, the safety or welfare of them or others, or the reputation of the College, the placement or the profession, the student may be suspended by any member of CMG for a maximum of 5 college working days UNLESS there is a risk of harm to the student or others or awaiting a Panel hearing in which case the suspension can be extended in agreement the relevant Executive Director.

Suspension should only be used as a last resort. It is considered as a neutral and precautionary act to follow to allow time for an investigation to take place and/or preparation for a hearing. Suspension is not designed to be used as a form of sanction and a proper hearing must follow the suspension period as soon as possible.

During the period of suspension, work must be provided by the curriculum team where possible, for the student to complete at home.

13. Formal Procedure

The following stages are available within the fitness to study/reside procedures: -

Concern	Addressed At	Highest Possible Outcomes
Minor concern	Informal meeting with appropriate member of staff	<ul style="list-style-type: none"> Agreed targets recorded on the individuals eLIP and shared with relevant staff.
Serious concern	Formal Meeting OR	Possible Outcomes: - <ul style="list-style-type: none"> Formal monitoring or adjustments. Formal warning.
	Panel Hearing	Possible Outcomes: - <ul style="list-style-type: none"> Student can remain on programme with an agreed action plan/risk assessment. Exclusion from course and/or residential accommodation is recommended to the Cross College Safeguarding Group (CCSG).

If following a Panel Hearing the recommendation is that the student should be excluded from the College and/or residential accommodation the Head of Faculty should communicate this to the student and their parent/carer if they are under the age of 18 and make the necessary referral through to the CCSG for consideration. The outcome of the CCSG Panel will be communicated to the student and their parent/carer if they are under 18.

14. Fitness to Study for Higher Education (HE)

This procedure can be used as a framework for HE fitness to study issues. College staff must consider both fitness to study and reside when deciding the most appropriate approach for each student case. It may be that the most appropriate approach is to create an action plan and monitor student development and progress over a short period of time. This is a process called the Focused Study Plan (FSP). The action plan could include signposting to academic, wellbeing, financial or health supportive services within the college and beyond. Information for this can be found on HE SharePoint and students are given more detail of this during the HE student induction.

If there is a need to explore a more structured response with support from external services or if there is a considered risk to continuation, then this fitness to study/reside procedure can be utilised. This process should be individualised to each student and their specific concerns. The Programme Leader is responsible for monitoring and reporting each concern appropriately in ProMonitor and to report any safeguarding concerns on MyConcern. Programme Leaders should follow the process below.

Initial concerns raised during HE student monitoring activity or directly to HoHE throughout the academic year. These should be recorded on ProMonitor using the correct meeting category descriptors (HE – Fitness to Study).

- 1) Meeting arranged between HoHE and Programme Leader (and Head of Faculty where possible) to ascertain the following:
 - a. Minor risk – move to a Focused Study Plan
 - b. Moderate risk – Fitness to Study/Reside
 - c. Serious risk - Fitness to Study/Reside
- 2) **Initial Meeting:** Once the approach is decided, the HoHE will contact the student to discuss the next steps. This contact will be made by email to the student college email address. The initial meeting will include attendance from the Head of Faculty, Deputy Head, pastoral or wellbeing support, if appropriate. The student can bring an advocate to the meeting to provide support. This meeting is held during college time and is designed to be supportive and give advice and guidance. Depending on the appropriate process, the next steps will be as follows:

Fitness to Study Stage 1:

- At the end of the meeting, notes are sent to the student with a clear action plan. The date of the next meeting is clearly indicated, and this should be arranged for 4 weeks after the initial meeting. Any student issue or progress should be recorded by the Programme Leader in ProMonitor, and should there be a need to escalate to fitness to study stage 2, this needs to be communicated to the HoHE as soon as possible to arrange next steps.
- If there is no need for escalation within 4 weeks, then the action plan is reviewed at the fitness to study stage 1 monitoring meeting. The action plan is updated and it is decided if there is a need to escalate to fitness to study stage 2 (below) or continue monitoring at fitness to study stage 1, or if there has been enough progress to remove the student case from the Fitness to Study Procedure.

Fitness to Study Stage 2:

- If the fitness to study stage 1 process requires escalation, then an fitness to study stage 2 meeting will be held within 5 college working days of the fitness to study stage 1. The purpose of this meeting is to discuss new developments, evaluate the action plan, and decide on the most appropriate structured response. This could include a range of internal and external support and to consider alternative options for study. A monitoring period will be decided at the end of this meeting, and a new review meeting date set.

Fitness to Study Stage 3:

- If the fitness to study stage 2 process requires escalation, then a final fitness to study stage 3 process is held within 5 college working days of the fitness to study stage 2. The purpose of this stage is to discuss new developments and consider if the barriers to learning are too substantial for study to continue. There is no defined list for the issues which could lead to a fitness to study stage 3 meeting, as each case will be determined independently.

Throughout the Fitness to Study Procedure, the student can bring an advocate to the meeting to provide support and curriculum will offer support within the action plan. Programme Leads should continuously update ProMonitor and should inform the rest of the programme staff during team meetings of any reasonable adjustments required.

15. Cross College Safeguarding Group (CCSG) meetings

- When a student has been issued with an exclusion for fitness to study/reside they may apply to study or reside at WCUC at a later date. Before their application is processed, it will be referred to the CCSG to assess the suitability and readiness of the student to continue their education with us. The student will be asked to say what steps they have taken since their exclusion to ensure that they are 'college-ready' and that they will be able to become a positive member of WCUC community and/or be able to demonstrate that they would be able to meet out requirements to reside at WCUC.
- After considering all the information the CCSG will notify the student and their parent/carer/guardian if under 18 of the outcome.

16. Equality Impact Assessment

WCUC strives to ensure equality of opportunity for all students, local people, and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

17. Data Retention Statement

WCUC is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

18. Policy Review and Ownership

This procedure is owned by the Director of Student Service and Safeguarding. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness. The document is managed by the Curriculum and Customer Support Team Leader.

19. Flowcharts (Fitness to Study/Reside and Suspension/Cooling Off)

Fitness to Study/Reside

What is the level of concern?

Minor concern, continuing concern, or serious concern? Consider what level of support and intervention is required.

Minor Concerns

- **Informal Meeting** - scheduled by member of staff with the primary responsibility for the student e.g.: Lecturer, Assessor, Residential Accommodation Manager.
- Appropriate support arrangements for the student should be considered. If a risk assessment is agreed it must have approval from the relevant Head of Faculty and be reviewed within a month with the student.
- Agreed actions recorded on the appropriate platform (MyConcern or ProMonitor).
- Students must be informed of the actions that will be taken in the concerns continue
- Where the student is under 18 agreed support arrangements must be shared with parents and/or carers.

Serious or Continuing Concerns

- **Formal Meetings** requested by the Deputy Head and authorised by any member of CMG.
- Deputy Head chairs and other relevant members of staff may attend.
- Can be for either a single extreme concern or pattern of concerns that have been identified and the informal process has been followed without the desired effect.

Serious or Continuing Concerns

- **Panel Hearings** can be requested by the Head of Faculty and authorised by the appropriate Executive Director. The Executive Director will decide what immediate action needs to be taken (for example suspension) and which procedures should be followed to address the issue.
- The Residential Accommodation Services Manager should be consulted where appropriate.
- The Executive Director will chair the meeting and other relevant members of staff may attend.

For formal meetings and Panel hearings the student must be given 3 College working days' notice of the meeting, be advised of the purpose of the meeting and of documentation they need to bring. The chair of the meeting must work with Customer and Curriculum Service Advisors on campus to schedule the meeting.

Attendance at all meetings the student, parents/carers if student is under 18, advocate for student if 18 or over and other members of staff as appropriate i.e.: Residential Accommodation Manager. Campus Safeguarding Lead can attend a **formal meeting**. The Designated Safeguarding Lead or Senior Safeguarding Lead can attend a **panel hearing** along with relevant support agencies (always invited).

Outcome of Formal Meeting:

Student are supported to agree specific actions which will be reviewed at agreed dates. Offer of support to be clearly communicated to student and parents/carers following the meeting.

Clearly indicate the nature of behavioural change that is required and what would trigger a request for an inclusion panel the result of which may be exclusion.

Outcome of Panel Hearing:

Student can remain at College with agreed support strategies in place.

Recommendation to exclude taken to Cross College Safeguarding Group.

Head of Faculty or Deputy Head must inform student and/or parent/carers if U18 that a request has been made to withdraw them.

Suspending a Student & Cooling Off Periods

Cooling off period can be allowed **one off incident** that do not pose an ongoing risk. Cooling off periods should last for **no longer than 48 hours** and this should be **logged in the student comments of ProMonitor** by the member of staff who has issued the cooling off (**DH, or any CMG member**) copying in all relevant staff.

Suspensions can be agreed at CMG level for a **maximum of 5 College days** unless there is a risk of harm to student or others or awaiting a Panel hearing in which case the suspension can be extended in agreement with relevant Ex Dir.

All suspensions must be logged in the student comments of ProMonitor by the member of staff who issued the suspension copying in all relevant staff.

During the suspension appropriate action must be taken including an investigation into the incident of concern and where possible, students should be supported with online learning or work they can complete from work to support them to continue their education.

Crisis Intervention

Where it is believed that a student's behaviour presents an immediate risk to themselves, or others and the Emergency Services should be called by dialling 999 and Reception notified if an ambulance will be attending site.

If under 18, contact parents/carers to notify them of the incident. Notify a the HoF and a member of the Safeguarding team.

Parents/carers for Under 18 student must be informed of the cooling off period by Deputy Head or Head of Faculty or if a student is being asked to leave campus by phone call prior to the student leaving Wiltshire College and University Centre.

Parents/carers for U18 student must be informed of the suspension by Deputy Head or Head of Faculty or if a student is being asked to leave campus by phone call prior to the student leaving Wiltshire College and University Centre and in writing within 2 College days.

Deputy Head or Head of Faculty must inform Head of Inclusion & Support and/or Director of Student Services & Safeguarding if the student being sent home has a vulnerability such as EHCP, LAC or is supported by external agencies.

Suspensions will be lifted once the appropriate actions have been concluded under the relevant process e.g. Positive Behaviour Policy and Fitness to Study/Reside.

Return to College

Deputy Heads must meet with the student to discuss the events leading to the cooling off period/ suspension and agree any appropriate further actions.