

Policy name:	Health, Wellbeing, and Study Support (HWSS) Policy
Date approved:	2 nd September, 2020

1.	Purpose:	To outline the college processes used to support applicants or students whose health, learning or pastoral needs might require reasonable adjustments, and, on occasion, to ascertain whether an enrolled student is able to continue to study.
2.	Definition:	Health, Wellbeing, and Study Support (HWSS) deals with an applicant or student's capacity to engage with the college safely and to an appropriate standard, as well as to meet course requirements, in relation to their mental and / or physical health and / or pastoral needs It also addresses the college's responsibilities to make reasonable adjustments where possible. Learning difficulties and other special educational needs are not ordinarily included unless mental health needs are also present.
3.	Scope:	All courses and qualifications delivered by Highlands College. Poor attendance may be considered under the HWSS Policy but only where a physical or mental health condition and / or pastoral need is identified. This may include conditions that might be deemed to be social, emotional and behavioural difficulties. Learning difficulties and other special educational needs are not ordinarily included unless mental health needs are also present.
4.	Principles:	The college is committed to Equality, Diversity and Inclusion and will meet its obligations in relation to the Discrimination (Jersey) Law 2013 (jerseylaw.je) as well as aspiring to follow best practice in relation to health needs. The college will always seek to support applicants and retain students wherever possible and reasonable. A diagnosis of a mental or physical health condition and or a pastoral need does not in itself constitute a reason for this policy to be applied. The policy should only be triggered where there is evidence that associated behaviours or performance are likely to impede success, and/or adversely impact on others' learning experiences.
5.	Policy:	Disclosure of a condition would not presuppose an inability to achieve. When an applicant discloses a condition and discussion identifies appropriate adjustments, these will form part of the student study plan. If it is considered not appropriate to enrol the applicant at that time this does not prevent further applications from the individual at a later date, While it is the intention that a student be supported to continue their studies, the college reserves the right to pause the student's studies. This decision may be reconsidered when the individual can evidence that they are now fit to study at the start of the next available academic year. In the case of severe distress or extreme behaviours as the result of mental health issues, the Principal (or their nominee) may place a

		<p>student immediately on authorised absence pending further investigation. This is a neutral act to safeguard all parties.</p> <p>Under this policy a student may be withdrawn from placement immediately should their behaviours be deemed inappropriate for the setting. This decision may be made by the placement or by the college. Removal from placement may not require Authorised Absence.</p>
6.	Operational arrangements:	
6.1	Mental Health Needs Developing or Deteriorating Post-Enrolment	<p>Mental Health Needs Developing or Deteriorating Post-Enrolment</p> <ol style="list-style-type: none"> 1. The student must be made aware of the contents of this policy, normally by their Personal Tutor 2. Where a student develops a mental health condition that might impact on their studies, they should seek the help of Student Life. 3. Curriculum adaptations/reasonable adjustments must be considered by the curriculum area, such as a reduced programme of study or an extended end date for completion. 4. The student must be made aware of the impact of adaptations on progression routes (if any) by their Personal Tutor. 5. All college staff have a duty of care to students and therefore if they have a concern about the impact to study due to a student's mental health, they must report this to the Head of Student Life, if the student has not already done so. 6. The Head of Student Life will chair a HWSS meeting with the student to identify appropriate actions, usually with curriculum staff. If a student is 18 or under, parent or guardian involvement must be sought. 7. The student may be provided with a pastoral plan, safe plan, risk assessment or Health Care Plan as appropriate to their needs as a condition of continuation in college. 8. The student is responsible for engaging with support, communicating concerns with tutors, and working to the best of their ability. 9. Teaching staff are responsible for any differentiation or adjustments to lessons, tasks and assessment. 10. If it is not possible to meet with the student, the Head of Student Life will make recommendations to the college Assistant Principal responsible for safeguarding. 11. In cases where the student, parent/guardian and college staff mutually agree that it is in the student's interests to defer their studies, no further action is required, and the student will be marked as W, Z, or C (as appropriate) on MIS systems.

		<p>12. In cases with the potential for medium to high risk, where the student wishes to remain in college, the student's needs will be discussed by the college Safeguarding Review Panel. The student must be made aware of this in advance by their Head of Department or Personal Tutor and must be provided with the opportunity to give feedback or have a voice in this process, with a minimum of 72 hours' notice.</p> <p>13. The results of the Safeguarding Review will determine whether the student remains in college with further adaptations, or their studies are deferred/paused.</p> <p>14. In order to comply with the Discrimination (Jersey) Law 2013 (jerseylaw.je) legislation, the curriculum department is obliged to provide evidence to the panel that reasonable adjustments have been attempted for the student.</p> <p>15. The student may be requested to provide medical reports or other evidence for the panel to consider.</p> <p>16. The Principal must be advised if the student is asked to defer their studies as part of this process.</p> <p>17. The student may appeal this decision within one week, in writing, to the college Registry.</p>
6.2	<p>Operational arrangements:</p> <p>Known or declared needs at application stage</p>	<p>Known or declared needs at application stage</p> <ol style="list-style-type: none"> 1. On occasion, an applicant or school may disclose mental health needs, physical needs and / or pastoral needs as part of the application process. 2. The applicant should identify any specific support in terms of mental or physical health and / or pastoral needs at the earliest opportunity. This is to ensure that the college can arrange appropriate support wherever possible. 3. The college reserves the right to seek information from schools and other Government Departments regarding the applicant's HWSS, while complying with all data protection requirements. 4. If there remain concerns that adjustments would not mitigate risks, applicants should be made aware of the contents of this policy ideally before interview stage, by the Head of Student Life (or delegate). This would be in relation to awarding body requirements, health and safety risks and curriculum or assessment components that cannot be adjusted. 5. The applicant's case would then follow from Section 6.1 Step 5 , as appropriate to their needs.
6.3	<p>Operational arrangements:</p> <p>Physical or Medical Needs</p>	<p>Physical or Medical Needs</p> <p>In the case of pre-existing or developing physical or medical needs, the same principles and processes apply as above. However, this would ordinarily be led by the Head of Learning Support and SEND rather than the Head of Student Life. The Head of Learning Support and SEND is also responsible for all students with a Record of Need.</p>

6.4	Operational Arrangements: Pastoral Needs	Pastoral Needs In the case of pre-existing or developing pastoral needs, the same principles and processes apply as above. This would ordinarily be led by the Head of Student Life.
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Produced by:	Assistant Principal - Students and Core Learning	
Approved by:	Registry and Assistant Principal Students and Core Learning	
Original Approval date:	2 nd September, 2020	Original approval of document
Review Date:	26 th September, 2022	Reviewed by Quality and Compliance Manager
	27 th June 2024	Reviewed by Head of Student Life and Designated Safeguarding Lead, and approved by Assistant Principal – Students and Support; and Associate Principal – Governance and Compliance
	29 th August 2024	Updated document approved by Associate Principal – Governance and Compliance
Supersedes:	<ul style="list-style-type: none"> • Fitness to Study 20170911 	
Supporting documentation:	<ul style="list-style-type: none"> • Attendance Policy • Admissions Policy • Academic Appeals Policy • Health and Safety Policy • Safeguarding Policy • Student Disciplinary Policy 	
Next Review date due :	1 st September 2025	
To be reviewed by:	Head of Student Life and Designated Safeguarding Lead, and Assistant Principal – Students and Support	