

# Procedures Manual

## 04.48.01

## FITNESS TO STUDY

### PURPOSE

To provide information on the support process for students who are unwell and unable to study

### SCOPE

All students on a programme of study at West Suffolk College

### RESPONSIBILITY

Vice Principal Quality and Student Experience, Student Welfare Manager, Health and Safety Manager, Personal Support Tutors and all support staff

## PROCEDURE

### INTRODUCTION

The College is committed to supporting the learning of all students in the College. Resources and processes are in place to respond to issues affecting student wellbeing; student welfare services are provided and accessible to all students attending the College and its satellite facilities.

#### Rationale:

- Instances occasionally arise where the physical or mental health of a student will lead to concerns about his/her ability to engage safely and positively in learning/study or to participate effectively in the wider College environment. The physical or mental health of a student may also impact on the safety and wellbeing of other students and may adversely affect the ability of course directors / staff to deliver class based teaching.

#### Process:

- In circumstances where there are significant/ urgent concerns about the risks posed by a student's physical/ mental health to themselves or to others, student welfare services will make contact with the next of kin recorded on Unit E. The student's consent will be sought, where possible. However, the College reserves the right to make this contact even where consent is not given or the student is unable to give such consent. The student will be advised that they must return home and arrangements for this will be made.
- Decisions about a student's fitness to study will be made by the Vice Principal Quality and Student Experience and /or (manager of) the Student Welfare Team in conjunction with the Health and Safety Manager where necessary.

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- The student will be required to remain absent from college until their medical practitioner advises that they are fit to return to study and that any potential risks are manageable within the environment in which they are studying. Confirmation of this decision must be made in writing by the GP/hospital where possible. If written advice is not possible, the next of kin must give confirmation to the manager of the Student Welfare Team based on discussions between the medical practitioner and the next of kin.
- A student who is required to remain at home as a result of their health will be provided, where possible with work that will enable them to continue their learning as far as possible. However this would also need to be in the best interests of the students progress.
- During the period of absence from the College, the Personal Progress Tutor responsible for the student will maintain regular contact with the next of kin to ensure the student’s wellbeing and progress are monitored and any return to college can be managed positively and effectively. All contact will be recorded appropriately by the PPT and Student Welfare services updated.

The College will remain at all times mindful of its duty to care and its obligations to students under the Equality Act 2010 including its obligations to make reasonable adjustments as well as the obligations under the Data Protection Act 1998. However, situations may arise where the support needs of a student as a result of changes in their physical or mental health, fall outside the scope of support the College can reasonably be expected to provide (e.g. providing additional staff support in cases of suspected epilepsy).

**Procedures taken into account in order to write this policy:**

[Health and Safety Policy 12.01.01](#)

[Safeguarding Policy 01.07.01](#)

[GDPR Policy 01.21.01](#)

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