

Student Support and Welfare Policy and Procedure

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DESIGNATION	QA	
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Policy statement

Winsor Education recognises that all students have an entitlement to quality Student Support and Welfare that identifies concerns and puts in place appropriate support mechanisms in order to facilitate the achievement of their learning goals.

This policy applies to all areas of curriculum provision that the college offers including , the learner journey from initial interest and enquiry, through application and enrolment, to their time of study and their progression to future study opportunities.

Purpose

The Purpose of the policy is to establish clear understanding on the College commitment in keeping students safe and removing the barriers to their learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support that are recorded and monitored for effectiveness.

Key principles

- 1) Strong liaison and working relationships are maintained through regular meetings between Student Support and Welfare and:
 - Curriculum/academic Staff,
 - Attendance Co-ordinator,
 - Health & Safety Officer.

- 1) Any safeguarding concerns are recorded through the Designated Welfare Officer for safeguarding the Learners.

- 2) Identification of support concerns is the responsibility of all staff and these are recorded through the Student Support file.

- 3) All records on the student support file are categorised by type, level of concern and the degree of confidentiality required.

- 4) Links from the Student Support File to individual Learning Plan to provide a coherent approach to support.

- 5) Regular meetings between academic and support staff occur to review the student support and to ensure students' progress.
- 6) Students will have access to their support files that are available through the Welfare Officer.