Schools' Partnership Programme

Service Level Agreement 2019/20

between

XXX School

and

Southern Regional College

Author:	Mr. D. Vint
Version:	19/20
Date:	September 2019

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This Service Level Agreement (SLA) applies to the delivery in academic year 2019/20 and details services provided for the Schools' Partnership Programme (SPP) that are currently being used in XXX and Southern Regional College (SRC). The SLA is effective from 2nd September 2019 and parties agree to abide by the terms established within this document.

Service Level Agreement Number: 19/20

Issue Control

Each page of this document carries the document issue and page number. The document must always be re-issued as a whole.

Issue	Remarks	Author	Date
01	Initial Service Level Agreement	B. Doran	August 2005
06/01	Updated	B. Doran	September 2006
07/01	Updated	SPP Team	October 2007
08/01	Updated	SPP Team	October 2008
09/01	Amended Service Level Agreement	D. Vint and all Area Learning Community Principals	May 2009
10/01	Updated	D. Vint and Armagh Area Learning Community Principals	August 2010
11/01	Updated	D. Vint and Craigavon Area Learning Community Principals	March 2011
12/01	Updated	SPP Team	August 2012
13/01	Updated	SPP Team and Banbridge Area Learning Community Principals	August 2013
14/01	Updated	SPP Team	August 2014
15/01	Updated	SPP Team	August 2015
16/01	Updated	D. Vint and Newry Area Learning Community Principals	August 2016
17/01	Updated	D. Vint	June 2017
18/01	Updated	D. Vint	August 2018
19/01	Updated	D. Vint	September 2019

Signed: **Date:**

Principal:

Signed: **Date:**

Chief Executive:

Southern Regional College

1. Purpose of Document

1.1 This document represents an agreement between XXX and Southern Regional College (SRC).

1.2 The purpose of this agreement is to:

- Define the roles and responsibilities within the School and the SRC;
- Set out the conditions to be met for both parties to commit to supporting the collaborative delivery of the Entitlement Framework;
- Define the pastoral care responsibilities for each of the parties;
- Detail the funding arrangements;
- Outline the curriculum parameters.

1.3 The SLA has been reviewed by the six regional colleges. The changes are referenced to in the main body of the document.

- Schools are required to commit to an engagement with colleges over a period of a minimum of 2 years; (para 3.3)

- Schools must provide assurances to colleges that they are committed to using their services over the long term and will not introduce similar provision in-house; (para 3.3)

- Agreed pastoral support arrangements covering the period the school pupils attend college; (para 4.2)

- A commitment from schools that their regional college is included in all promotional activities including all awards ceremonies and information sessions with parents and young people where the provision is offered in conjunction with the college; (para 3.4)

- In the spirit of School to FE collaboration, schools should ensure that the professional and technical curriculum offer is openly available to all students and not restricted to any one cohort or limited by the available skillset of teachers in school; (para 3.3)

- A commitment from schools to ensure that pupils are made aware of progression pathways offered through the regional colleges by providing the College's marketing and careers teams with access to all KS4 and post 16 pupils; (para 4.4)

- Schools will share all achievement data including other qualification achievements with colleges in a timely manner (para 4.8)

- Colleges retain responsibility for all aspects of the quality assurance arrangements including registrations (para 4.9)

- The EF was based on widening access and avoiding duplication of provision and as such, Regional Colleges reserve the right not to service curricular requests where there is evidence of duplicated provision.

2. Shared Principles

Colleges have supported schools in meeting the Entitlement Framework policy objectives since its introduction in 2008. However, the future role of colleges in this area remains uncertain and has exposed colleges to significant risks. Following a review of college engagement across the area learning communities, a set of principles have been developed to guide future college-school collaboration

2.1 We support the inclusion of appropriate professional and technical qualifications as part of the statutory curriculum entitlement;

2.2 We aim to ensure that all young people have the same opportunity through the entitlement framework namely that all students have equal access to a minimum number of courses (KS4 – 21 and post 16 – 21)) with at least one-third being applied courses;

2.3 That colleges are the primary providers of professional and technical education and training and are best positioned to support delivery of the professional and technical provision offered by schools at KS4 and post 16;

2.4 We celebrate diversity and as such we encourage and support the opportunity for young people from different backgrounds to be educated within colleges;

2.5 We recognise that the area learning communities are best placed to plan long term curricular needs at a local level;

2.6 Colleges are committed to the area learning communities as equal partners and not simply viewed as a provider under the current 'purchaser-provider' relationship;

2.7 Colleges are committed to providing professional and technical solutions in the most effective and efficient manner including minimising the duplication of provision delivered within schools;

2.8 Colleges believe that the benefits of professional and technical courses should be promoted by all schools to all students;

2.9 Colleges are committed to working with schools to ensure that provision is progressively tailored to meet individual needs and to help develop the young person's strengths and talents to the fullest.

3. Changes to the Service Level Agreement

3.1.1 Any changes to the Service Level Agreement for the delivery of Schools' Partnership Programme must be agreed by:

- Southern Regional College
- The School.

This document should be read in conjunction with the relevant Department of Education circulars which contain the criteria for SPP and related financial arrangements.

4. Terms and Conditions

4.1 Academic Calendar

The programme will commence on 2nd September 2019 and will operate according to the agreed academic calendar ***Annex A***.

4.2 Funding

The SPP will be financially supported by the Department of Education (DE) and/or partner schools, at the rate of £70 per hour for EF provision delivered by the colleges.

The fee charged by the College for delivery is based on the agreed number of courses delivered by College staff for each class group x the number of hours x the number of weeks x £70 per hour. Where there is a consortium arrangement, fees will be calculated on a pro rata basis.

Where applicable, examination registration fees will also be charged. If pupils are being taught in SRC, registration and ownership will be SRC's responsibility.

Costings to School for Academic Year 2019-20

Programme of Study	Cost per pupil	No of pupils	Cost to School

Southern Regional College will:

- Issue invoices by the end of November based on the numbers enrolled on the programme in the current academic year for SPP provision.

School will:

- Agree to pay invoices within 30 days of receipt.

4.3 Curriculum

- Schools are required to commit to an engagement with colleges over a period of a minimum of 2 years.

- Schools must provide assurances to colleges that they are committed to using their services over the long term and will not abuse the position afforded to them to introduce similar provision in-house.

- Schools should ensure that unit choice (at Level 3) is based on sound curricular reasons and not on convenience or available skillset of teachers in school.

Southern Regional College will:

- Provide a suitable agreed programme of study at Level 2 on the National Qualifications Framework for pupils at Key Stage 4.

- Provide a suitable agreed programme of study at Level 3 on the National Qualifications Framework for pupils at post 16.

- Provide an induction programme for pupils.

- Deliver teaching and learning to a standard that is acceptable to all parties.

- Ensure preparation and assessment associated with courses delivered.

- Plan programmes to include a yearly overview and topic units of work, a version of which should be available to pupils, to include learning outcomes, broad teaching and learning strategies, assessment objectives and arrangements for ongoing assessment.

- Take responsibility for quality assurance.

- Assist the School in the promotion of the SPP with pupils and parents as required.

- Prepare a provisional timetable by the end of June of the current academic year.

- Prepare a timetable by the second week of September of the current academic year.

- Prepare an induction programme for pupils including:
    - Health and safety procedures;
    - SRC rules and regulations;
    - Programme detail;
    - IT network acceptable use;
    - Progression – careers advice and guidance.
- The agreed programme of study will be delivered over one or two years depending on the programme. Programme dates may vary depending on year group (refer to Calendar - Annex A).

The School will:

- Provide approximate numbers of pupils who will participate by 1st May 2019.
- Confirm these pupil numbers and that the pupils are registered as pupils at the home school by the end of 1st week in September.
- Schools, working in partnership with SRC, will liaise together on timetabling with the same deadlines as above.
- Inform the College of targets and expected level of performance for each pupil.
- Provide details of GCSE examinations to be taken by pupils. NB no pupil can commence post 16 EF programmes at the College until GCSE results are confirmed.
- Agree the specific units to be offered.
- Provide details of individual pupil's needs including learning difficulties, medical needs and disabilities.
- Provide appropriate data regarding pupil results and progression

Final Enrolment Date:

- No pupil will be allowed to alter/change classes after the third week of teaching in in any academic year.
- This date also applies to schools that wish to introduce new pupils to the SPP. The College recognises that there will be exceptional cases where admission to a course will be sought after that date. Such applications will be considered only in consultation with the relevant teaching staff, Assistant Director for Schools' Partnership and the School concerned.

4.4 **Intellectual Property Rights**

The Copyright, Designs and Patent Act 1988 states that ownership of copyright and design rights vest in the employing organisation when a 'work' [i.e. anything that is the subject of copyright protection, including computer software] is made by an employee in the course of his or her employment. Therefore the copyright and design rights in all Teaching Materials belongs to Southern Regional College (SRC).

Teaching Materials in this SLA are defined as any materials, whether in written, recorded or other electronic form including web-based material, computer programmes, computer-based learning material and databases, produced by one or more members of staff in the course of their duties for use in or connection with an SPP/ Entitlement Framework programme or other course offered by Southern Regional College.

Personal lecture notes and other materials that are not routinely made available to students are also included in the definition of Teaching Materials.

Other materials and services found on SRC's Moodle website (collectively, the "Content") and the Teaching Materials are protected by copyright, trademark, database right and other intellectual property laws. All proprietary rights, title and

interest in and to the Teaching Materials and Content shall be at all times and for all purposes remain vested in Southern Regional College.

Unless specifically authorised by SRC in writing to do so, you may not use any of Teaching Material or Content in your own institution or to benefit your institution/staff/pupils. If you wish to use any of these Teaching Materials or Content, you must first contact SRC to seek written permission.

4.5 **Liaison**

Regular meetings (once per term) will take place between the Assistant Director or delegated authority and School Principals or delegated authority to review progress and discuss other SPP management issues.

Regular liaison (monthly) will take place between the SRC and the school representatives who have been designated as link staff, principally to review pupil progress and discuss other pertinent issues.

Full staff name, job title, contact telephone number and email address to be supplied by both parties (See Annex B).

Southern Regional College will:

- Appoint an SPP coordinator to act as link with the school.
- Provide a briefing for school link staff and classroom assistants on College rules, expected behaviour and agreed disciplinary procedures.
- Provide School coordinators with access to classrooms and workshops to monitor pupil behaviour and attendance.
- Provide formal feedback on pupils' reports as required.
- Attend parents' evenings, if required.

The School will:

- Appoint a member of staff to act as a link to the College (See Annex B).
- Provide reasonable notice of parents' evenings, etc. where information is required.
- Ensure that the College is included in all promotional activities including all awards ceremonies and information sessions with parents and young people where the provision is offered in conjunction with the college. (para 3.4)
- Ensure School coordinators monitor pupil attendance and behaviour and work to the agreed areas of responsibility as set out in Annex C.
- Ensure classroom assistants assist their designated pupils at all times.
- Be responsible for obtaining and retaining parental consent for all College staff to take pupils' photographs for portfolio evidence and visits for the pupils outside the College including field trips and educational visits. One consent

form for all visits is to be completed by schools in early September. Where possible the College will inform the partner schools of planned visits for the year in early September. A first aid kit must accompany pupils on the visit. College staff will notify the schools **three weeks** in advance of a visit taking place. One coordinator or member of the partner school's staff participating in the visit must accompany pupils.

- Provide the College with details of any parents who do not wish to give parental permission for the use of photographs or for pupils to take part in visits and will make other supervision arrangements for these pupils when the above activities are taking place.
- Inform the College if consent is not granted. The school must notify and inform their insurance company of planned visits whilst pupils are at the College.
- Provide any relevant personal and academic information regarding pupils e.g. special education needs, disabilities.
- Provide the College with a copy of the School's Child Protection Policy
- Inform parents and pupils of appropriate Child Protection procedures.
- Ensure College documentation is completed and returned as required.
- Ensure that pupils are aware of the dangers they face whilst studying on-line and that the use of mobile phones at the College is strictly prohibited.

5. Agreed Services

5.1 Resources

Southern Regional College will:

- Provide appropriate lecturing staff, learning materials, stationery, accommodation, and equipment.
- Provide appropriate staff to cover for absent staff.
- Appoint an SPP coordinator to manage the programme.
- Provide pupils with information on progression opportunities through meetings with the College's Careers Department.
- Assist schools in sourcing protective footwear and clothing if requested.

The School will:

- Ensure that pupils have appropriate protective footwear and clothing, this is a mandatory requirement for Health and Safety Regulations.
- Inform the College of targets and expected level of performance for each pupil.
- Provide a regular follow up and monitoring service for pupils within their own school to ensure they are getting the maximum from the courses with the College.

- Provide the School coordinator with a mobile phone to enhance communication with SRC and school during SPP delivery.

5.2 Pastoral Care

Pastoral care comprises the range of support and services that are provided for pupils' emotional, psychological and spiritual wellbeing. Colleges have specialist services dedicated to the provision of this support however it is the School's primary responsibility as they are best placed to observe behaviour in the learning environment that might indicate that a student is in need of support.

Southern Regional College will:

- Ensure that appropriate Child Protection Policies are provided and observed by College staff (Annex J).
- Provide a formal induction to pupils to cover the policies and topics contained within Annex J.
- Ensure that careers support is provided as required.
- Ensure that all lecturers adopt a pupil centred learning approach in a learning environment that ensures all pupils succeed.

The School will:

- Ensure that counselling support is provided as required.
- Ensure that the coordinator will follow all pastoral care procedures to ensure that a pupil's welfare is addressed at all times and work in partnership with SRC tutors with regard to all aspects of a pupil's welfare.
- Require all pupils to abide with the College's Student Charter and Rules and Regulations whilst attending SRC.
- Ensure appropriate safe guarding policies are observed.

5,3 Disciplinary Procedures

All SPP pupils will be subject to SRC's Disciplinary Policy while attending SRC for the lifetime of the SPP programme.

The agreed disciplinary procedures reflect the unique relationship that exists between students, parents, school and college personnel. Copies of the College's disciplinary and appeals procedures are attached at Annex G and Annex H.

Southern Regional College will:

- Require all pupils to sign up to acceptance of SRC rules and regulations.
- Notify the school and forward a copy to the School Principal of any disciplinary warnings issued.
- In the case of suspected gross misconduct, inform the school immediately and request suspension of the pupil from the course until the disciplinary hearing is held.

The School will:

- Take full responsibility for and ownership of their pupils whilst on SRC premises.
- Participate fully and assist in implementing SRC's disciplinary process.
- In the case of suspected gross misconduct, arrange for the pupil(s) involved to be collected immediately from the College.
- In the case of confirmed gross misconduct take responsibility for the removal of the pupil from the programme of study.

5.4 **Pupil Information**

The School will:

- Provide relevant academic information including details of GCSEs.
- Provide detailed personal information if a pupil has a medical, learning difficulty or behavioural need.
- Ensure that the professional and technical curriculum offer is openly available to all students and not selected or restricted to any one cohort or group.
- Ensure that pupils are made aware of progression pathways offered through the regional colleges by providing the College's marketing and careers teams with access to all KS4 and post 16 pupils.

Southern Regional College will:

- Assist in the promotion of further education progression routes for appropriate pupils.

5.5 Examination, Registrations and Reporting

Southern Regional College will:

- Assist schools with CCEA registration for Occupational Studies.
- Act as the assessment centre, where applicable.
- Assess and internally verify a pupil's work, where applicable.
- Submit work to the validating body for moderation, where applicable.
- Provide confidential reports on individual pupil progress as requested by the school.

The School will:

- Register pupils for Occupational Studies as required by CCEA.
- Provide the SRC with details of pupil achievement and progression in Occupational Studies following external moderation.

5.6 Monitoring of attendance

Southern Regional College will:

- Check and record pupils' attendance in accordance with procedures.
- Provide the appointed School coordinators / Principal with details of pupil attendance records as required.

The School will:

- Notify SRC SPP coordinator in advance of any pupil absences for other planned school activities.
- Advise SRC of any discrepancies in attendance recording.
- Take appropriate disciplinary action if pupil attendance is unacceptable.

5.7 Pupil Supervision

Southern Regional College will:

- Provide supervision for pupils at all times while engaged in learning activities.

The School will:

- Provide appropriate supervision of pupils during their break and lunch times.
- Obtain parental permission for pupils to leave the SRC during lunchtime (if required).
- Ensure school coordinators monitor pupil attendance, progress and behaviour and work to the agreed guidelines as set out in Annex C.
- Ensure classroom assistants assist their pupils **at all times.**

5.8 Monitoring of achievement and feedback

Southern Regional College will:

- Provide relevant government departments with statistics on pupil achievement as required.
- Organise a prize giving for year 12 pupils on completion of the programme
- Participate as required with any school prize-giving (e.g. end of year prize-giving for year 11 pupils).
- Provide the School with details of the SRC Assessment Appeals procedure (see Annex H).

Pearson's BTEC Level 2/3 First Award/Diploma

- A report on attendance, punctuality, attitude and general progress will be sent to the schools no later than 13th December 2019.

- SRC will undertake two formal reviews of pupils' performance in January and June.

Occupational Studies

- An end of term report will be sent to the schools no later than 14th December 2019. A final report with predicted marks will be given to the school for Year 11 pupils no later than 13th June 2020.

The School will:

- Schools will share all achievement data including other qualification achievements with colleges in a timely manner.

5.9 Quality Assurance

Southern Regional College will:

- Carry out an annual Course Review & Evaluation focussing on:
  - Attendance levels;
  - Achievement of target qualification/level(s;
  - Pupil satisfaction (pupil surveys once per term);
  - Lecturer/parent/teacher feedback;
  - Quality of teaching and learning;
  - Quality of leadership and management.

The School will:

- Contribute to the evaluation of the programme, focussing on the following outcomes:
  - Attendance levels;
  - Qualifications gained;
  - Pupil satisfaction;
  - Lecturer/parent/teacher feedback;
  - Quality of teaching and learning;
  - Quality of leadership and management;
  - Any other school comment.

The School and SRC will meet to discuss the evaluation and to identify any issues that must be addressed through a follow up action plan.

6. Insurance

Southern Regional College will:

- Provide insurance for pupils whilst on SRC premises or undertaking any activities directly related to their programme of study undertaken by SRC staff.

The School will:

- Notify and inform their insurance company of planned visits their pupils undertake whilst at SRC.

- Provide appropriate insurance for pupils undertaking study at SRC.

7. Transport

School will:

- Arrange to transport pupils to and from the SRC as needed.

8. Staff Development

Southern Regional College will:

- Arrange appropriate training for SRC lecturers including:
    - Child Protection;
    - Pastoral Care;
    - SEN;
    - Arrange for staff to attend any staff development arranged by host school or Area Learning Communities.

The School will:

- Invite staff of the College to attend any relevant staff development arranged by them.

Annex A

Academic Calendar 2019-20

WEEK NO	WEEK BEGINNING MONDAY	TO	WEEK ENDING SUNDAY	MON	TUE	WED	THU	FRI
1	2 Sep 19	to	8 Sep 19					
2	9 Sep 19	to	15 Sep 19					
3	16 Sep 19	to	22 Sep 19					
4	23 Sep 19	to	29 Sep 19					
5	30 Sep 19	to	6 Oct 19					
6	7 Oct 19	to	13 Oct 19					
7	14 Oct 19	to	20 Oct 19					
8	21 Oct 19	to	27 Oct 19					
9	28 Oct 19	to	3 Nov 19					
10	4 Nov 19	to	10 Nov 19					
11	11 Nov 19	to	17 Nov 19					
12	18 Nov 19	to	24 Nov 19					
13	25 Nov 19	to	1 Dec 19					
14	2 Dec 19	to	8 Dec 19					
15	9 Dec 19	to	15 Dec 19					
16	16 Dec 19	to	22 Dec 19					
17	23 Dec 19	to	29 Dec 19	CC	CC	CC	CC	CC
18	30 Dec 19	to	5 Jan 20	CC	CC	CC	CC	CC
19	6 Jan 20	to	12 Jan 20					
20	13 Jan 20	to	19 Jan 20					
21	20 Jan 20	to	26 Jan 20					
22	27 Jan 20	to	2 Feb 20					
23	3 Feb 20	to	9 Feb 20					
24	10 Feb 20	to	16 Feb 20					
25	17 Feb 20	to	23 Feb 20					
26	24 Feb 20	to	1 Mar 20					
27	2 Mar 20	to	8 Mar 20					
28	9 Mar 20	to	15 Mar 20					
29	16 Mar 20	to	22 Mar 20		SH			
30	23 Mar 20	to	29 Mar 20					
31	30 Mar 20	to	5 Apr 20					
32	6 Apr 20	to	12 Apr 20					
33	13 Apr 20	to	19 Apr 20	SH	SH			
34	20 Apr 20	to	26 Apr 20					
35	27 Apr 20	to	3 May 20					
36	4 May 20	to	10 May 20					SH
37	11 May 20	to	17 May 20					
38	18 May 20	to	24 May 20					
39	25 May 20	to	31 May 20	SH				
40	1 Jun 20	to	7 Jun 20					
41	8 Jun 20	to	14 Jun 20					
42	15 Jun 20	to	21 Jun 20					
43	22 Jun 20	to	28 Jun 20					
44	29 Jun 20	to	5 Jul 20					
45	6 Jul 20	to	12 Jul 20					
46	13 Jul 20	to	19 Jul 20	SH	SH	CC	CC	CC
47	20 Jul 20	to	26 Jul 20					
48	27 Jul 20	to	2 Aug 20					
49	3 Aug 20	to	9 Aug 20					
50	10 Aug 20	to	16 Aug 20					
51	17 Aug 20	to	23 Aug 20					
52	24 Aug 20	to	30 Aug 20					
1	31 Aug 20	to	6 Sept 20	SH				

Full-time FE & HE Student Holiday Period

SH: Statutory Holiday CC: College Closed

Annex B: School / Southern Regional College Contacts

Title	Name	Email Address	Tel No
School Principal			
SRC CEO			
Main SRC Contact			
Secondary SRC Contact			

Annex C: Agreed Duties

Agreed Duties for SPP School Coordinator

1. Monitor attendance and punctuality at all times especially at the beginning of each class.

2. Visit all classes on a regular basis during morning and afternoon sessions to assist in this role and to monitor behaviour.

3. Register pupils with CCEA through the School's Examination Office:

   - Ensuring registration against correct module(s)
   - SPP coordinator will assist the school in the identification of module code and name
   - Provide Exams Office with Correct Module Name and Number
   - Ensure that pupil module changes are also amended with CCEA

4. Break and Lunch time supervision: The school's staff member must be present and a visible presence on the ground as well as supervising pupils at home time i.e. waiting on buses.

5. Provide the SRC SPP coordinator with details of SEN and any other learning or medical needs.

6. Health and Safety is a dual duty of care and school staff must be active in this role in providing assistance, advice and where appropriate aid.

7. Inform the SPP coordinator of arrangements for Classroom Assistants supporting pupils with special education needs and specific health and behavioural requirements.

9. Provide assistance to pupils where necessary in the completion of their written work.

10. Attend one formal meeting per term with the SPP coordinator.

11. Report to School Principals regularly.

12. Ensure parental consent forms are completed where appropriate.

13. Assist the SRC SPP coordinator with the pupil's preference information and in the organisation of class groups.

14. Supply SPP coordinator as required with:

    - Occupational Studies results
    - Information on GCSE subjects
    - Progression details

15. Assist SRC staff where required in the application of agreed Disciplinary Procedures.

Agreed Duties for SRC SPP School Coordinator and Staff

1. SRC lecturing staff will deliver teaching and learning at an appropriate level which will allow all pupils to achieve their potential.

2. SRC lecturing staff will monitor attendance and punctuality at all times.

3. SRC lecturing staff will provide supervision for pupils at all times while engaged in learning activities.

4. SRC SPP coordinators will visit classes on a regular basis to ensure the effective running of the programme.

5. SRC SPP coordinators will liaise with partner School coordinators to monitor attendance, punctuality and behaviour.

6. SRC SPP coordinators will assist the school in open and parent nights.

7. SPP coordinators staff will convene and attend regular meetings with school to discuss and resolve any issues which may arise from the programme.

8. The Assistant Director for Community, Schools' Partnership & External Funding will report to the School Principal on a monthly basis.

9. SRC will monitor health and safety issues. In the unlikely event of a health and safety incident, SRC will assist in the resolution of such incidents.

10. SRC staff will provide summary attendance, progression and grades information to schools at agreed times of the year.

Annex D: SRC Student Charter

SRC is committed to providing a quality, supportive student learning experience. This Student Charter sets out what you can expect as a student and also what is expected of you to ensure your learning objectives are met. The Charter recognises the importance of staff and students working in partnership.

The **College's obligations** under the Schools' Partnership Programme are to:

1. treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants;
2. provide informed, impartial, supportive and timely guidance and careers to enable you to choose a programme of study that suits your ability and aspirations;
3. provide you with a comprehensive induction to the College services, resources, rules, policies, procedures, your programme of study, as well as an opportunity to meet other students;
4. treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants;
5. provide you with a learning experience in a safe and caring environment which is evaluated taking account of stakeholder feedback to enhance the quality of our provision;
6. agree your individual programme of study comprising quality teaching with informed, timely constructive assessment and feedback on your work;
7. provide you with access to the SRC Learning Resource Centres and e-resources;
8. provide you with access to appropriate careers education advice and guidance where applicable;
9. provide opportunities to access industry visits where appropriate;
10. provide you with a personal tutor/class tutor (part-time courses) who will advise you on pastoral care information and services including:
    - Personal Tutor Support;
    - Student Safeguarding;
    - Health & Safety Instruction.
11. provide opportunities to ensure your views and feedback informs improvements through the SRC SPP coordinator;
12. allow you to make a complaint on any issue and ensure you receive a response in line with the College complaints procedure;
13. treat your personal information with confidentiality and in accordance with current legislation, the Data Protection Act and Freedom of Information Act.

The **Pupil's Responsibilities** under the Schools' Partnership Programme are to:

1. fully engage as an active student in our shared educational experience and take responsibility for your own learning;
2. treat everyone with respect and consideration at all times, regardless of differences in ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not they have dependants;
3. familiarise yourself and comply with College policies and procedures, rules and regulations, course handbook, SRC Website and on the College VLE;
4. behave in a responsible manner on and off campus and treat the property of the College with respect;
5. comply with College health and safety requirements;
6. complete all coursework and assignments on time and to the best of your ability;
7. complete entry forms for external examinations and assessments;
8. ensure the prompt return of books, equipment and materials;
9. attend regularly and punctually all scheduled classes, assessments and agreed meetings and be an active participant;
10. comply with the SRC Network Acceptable User Policy and use your SRC email address for college related communication;
11. comply with College procedures on the use of mobiles phones;
12. inform your SPP coordinator of any changes in personal information, e.g. new address or new telephone number;
13. notify your SPP coordinator in writing if you wish to withdraw from your chosen course of study.

Annex E: SPP Procedure for Handling Situations Involving Injuries

1. Introduction

The following procedure will apply to any situation which results in minor injuries to SPP pupils while on College premises. This procedure will operate within the guidelines set out in the College's existing Health and Safety Policy. It has been introduced as an addendum to the Health and Safety Policy in recognition of SPP pupil's distinct status within the College.

1. Procedure for Minor Injury Not Requiring Hospital Treatment

a. In the event of an incident which results in any injury to a SPP pupil, the lecturer will send another pupil to the nearest office so that the SPP coordinator and/or Head of Faculty/Curriculum Area Manager can be notified. (SPP coordinator and Head of Faculty/Curriculum Area Manager can be contacted by mobile phone).

b. The lecturer will not leave the class or the injured pupil unattended.

c. The SPP coordinator will immediately notify the school coordinator and the nominated first aider for the campus who will tend to the pupil and make a judgement whether further treatment is required.

d. If further treatment is not required, the school coordinator will inform the school of the incident and determine if the pupil continues in class or needs to return home or to school.

e. The school will inform the parents, if this is considered necessary.

f. The lecturer will complete an Accident Report Form as required by the College's Health and Safety Policy. This form is to be sent to Estates and copied to the SPP coordinator.

2. Procedure for Injury Requiring Hospital Treatment

SRC will follow steps (a) to (c) as outlined above with the following additions:

1. If further treatment is considered necessary, the pupils, along with the School coordinator, will be taken to the Casualty Department at the nearest Hospital via taxi arranged by the college – unless an alternative form of transport is available to the school coordinator.
2. The College will assist the school coordinator to notify the school so that another school coordinator can take over as soon as possible at the College to supervise the remaining pupils.
3. The school will notify the parents.
4. The school will make arrangements for the collection of the pupil and school representative from Hospital.
5. The lecturer will complete an Accident Report Form and send the original to the Estates Office and a copy to the SPP coordinator.

3. Procedure for Serious Injury requiring Urgent Hospital Treatment

SRC will follow steps (a) to (c) as outlined above with the following additions:

1. If urgent hospital treatment is considered necessary, the SPP coordinator will call an ambulance by dialling 999 from an internal telephone. When the ambulance arrives the nominated first aider will advise the ambulance personnel. The pupil, along with the School coordinator, will be taken to the Casualty Department at Hospital.
2. The College will assist the School coordinator to notify the school so that another school representative can take over at the College to supervise the remaining pupils.
3. The school will notify the parents.
4. The school will make arrangements for the collection of the pupil and school representative from Hospital.
5. The lecturer will complete an Accident Report Form and send the original to the Estates Office and a copy to the SPP coordinator.

Annex F: College Rules and Regulations

1. Pupil Rules and Regulations

a. You are required to attend all classes regularly and punctually with not less than 90% attendance.

b. You are required to complete necessary documentation.

c. Assignments and course work must be handed in on time. Assignment work submitted for assessment, must follow examining body guidelines.

d. Pupils should not absent themselves from class without the formal approval of the delegated authority.

e. Pupils, who are required to wear specified dress or safety gear, must do so as advised by their course tutor or curriculum manager.

f. Pupils should follow their prescribed course of study and any alterations to this must have the permission of their School or Curriculum Manager.

g. Within the College:

- Football or other sports wear is forbidden
- Mobile phones must be switched off during class time and whilst in the LRC/Library.
- The use of the camera facility within mobile phones is strictly prohibited.
- Possession or consumption of alcohol or drugs is strictly forbidden.
- All forms of gambling are strictly forbidden.
- Food and drink must be consumed only in areas provided & never in classrooms or corridors or the LRC/Library.

h. Anyone found causing damage to College property will be suspended from classes and will be required to make good any damage caused.

i. Textbooks, library books, instruments etc. are supplied on loan to pupils and must be returned in good condition at the end of the College year. Non return of Library books or resources may result in examination results being withheld.

j. If applicable pupils are required to pay tuition and examination fees as appropriate.

k. Pupils using the Sports Centre must adhere to the College's dress code (outlined below)

l. Lifts must not be used except where a 'Lift Pass' has been issued. Pupils with a specific disability should contact their Learning Support coordinator for a 'Lift Pass'.

m. In the event of the bell ringing continuously, which is a warning of suspected fire etc., pupils are required to evacuate the building immediately in an orderly manner and in accordance with the fire drill procedure.

n. Pupils are requested to help maintain all areas of the College in a clean and tidy condition.

o. Litter should be placed in the waste paper bins provided throughout the buildings and in the grounds.

p. Pupils wishing to use the College's network and Internet facilities **must sign up to and adhere to the College's Network Acceptable Use Policy**. Inappropriate use of resources will result in disciplinary action and removal from the network system.

q. Pupils undertaking examinations must follow the instruction of the Invigilators at all times. Pupils using unauthorised materials to assist them during examinations will be subject to disciplinary action, which may result in suspension from the College. Mobile phones must not be taken into an examination – any pupil found to be in possession of a mobile phone during an exam may forfeit his/her opportunity to sit the examination.

r. The College operates a No Smoking Policy, except in designated areas. Smoking within any of the College buildings or at Entry and Exit Doors is strictly prohibited.

All pupils attending the SRC are required to conduct themselves in accordance with the agreed SRC Student Charter and College Rules. Failure to adhere to the College rules will result in disciplinary action.

2. College Dress Code

a. Whereas the College recognises learners' preference for an informal mode of dress and accepts this as standard practice, it must nevertheless ensure that all forms of dress do not cause any breaches of its statutory obligation. Additionally, the form of dress must not be intimidatory to staff or other learners.

b. The Equality Commission has in the past taken the view that emblems or displays which are linked to community strife over the past 30 years and/or local politics clearly have the potential to cause disruption to a good and harmonious (working) environment.

c. The Commission advises that the wearing of football tops associated with one section of the community should be avoided.

d. All learners are consequently advised that any mode of dress or display of any item of equipment, e.g. bags etc which identifies community allegiance is not allowed. **In particular, and in order to avoid any controversy, all pupils are advised that the wearing of any clothing or emblems showing allegiance to <u>any</u> football, rugby and Gaelic team is not allowed**. This includes shirts, scarves, coats, caps, bags, jewellery and badges. Anyone attending the College whilst wearing such items will be required to leave the premises.

e. Pupils attending sports classes will be advised as to the suitability or otherwise of clothing to be worn during classes or whilst representing the College at sporting events.

f. It is also not acceptable for learners to wear baseball caps and other headwear during lessons. The only permitted headwear includes items to ensure safe working and hygiene, or in pursuance of learner's religious beliefs.

2. Use of College Car Parks

If you are travelling to College by private car you must:

a. Obtain a car parking permit
b. Drive carefully in the College precincts
c. Adhere to the speed limits of 5 mph
d. Follow car parking signage

If you use your car to transport other pupils throughout the day please ensure that you have adequate insurance and a College parking permit.

4. Personal Belongings

The College does not accept responsibility for damage to or theft of personal belongings, including lecture notes. You should take precautions to ensure the safety of such belongings, especially in the periods leading up to examinations.

Annex G: Disciplinary Policy

Disciplinary Guidelines

Pupils attending the SPP programme must abide by the College rules and regulations and will be subject to the disciplinary procedure as outlined below.

There are two disciplinary procedures - one formal and the other informal.

Informal Procedure

- The informal procedure can and should be used by lecturers to advise, counsel or admonish pupils when they feel that a pupil's behaviour is unsatisfactory.

Formal Procedure

- The formal procedure should be used in circumstances where counselling has not achieved improved behaviour or where the act of misconduct is such that it would not be appropriate to deal with in an informal manner.
- The lecturer/tutor can invoke the formal Disciplinary Procedure.
- Lecturers must report all disciplinary issues to the SPP coordinator and Heads of Faculty/Curriculum Area Manager outlining the reasons why they feel a pupil should be brought to the formal disciplinary stage.
- The SPP coordinator, following initial assessment of the seriousness of the issue will report the matter to the appropriate disciplinary authority e.g. Head of Faculty.
- The level at which the disciplinary procedure is invoked shall be appropriate to the perceived seriousness of the offence as per the College's Disciplinary Procedure. In certain circumstances there is a right to invoke the final stage without reference to other earlier stages.
- The School coordinator or representative must accompany the pupil during all disciplinary interviews.

Any resulting Warning issued by the College's Disciplinary Authority will be communicated in the first instance to the School coordinator and a follow up letter and Warning with details of any sanctions imposed will be forwarded to the respective School Principal.

Disciplinary Procedure

Purpose

It must be emphasised that the purpose of any disciplinary code is to allow the pupil the opportunity to improve his/her conduct.

In this College there are two disciplinary procedures - one formal and the other informal. Whilst the formal procedures are outlined below, these do not prevent lecturers advising, counselling or admonishing pupils when they feel that a pupil's behaviour is unsatisfactory. The College shall ensure that pupils are informed about the rules and procedures and that they are reasonable.

Breach of Discipline

A breach of discipline by a pupil is defined as a. to t. below:

a. Failure to comply with any College regulation or rule prescribed for the conduct and discipline of pupils.
b. Conduct which does, or is liable to, bring discredit upon the College or disrupts or interferes with the normal working and good order of the College or impedes or prevents members or employees going about their lawful College business or results in substantial complaints from the general public or responsible authorities outside the College.
c. Absenteeism.
d. Dangerous physical horseplay.
e. Smoking in prohibited areas.
f. Neglect or misuse of College equipment causing damage to or loss of the College's or other pupil's property/equipment/tools.
g. Disorderly conduct causing wilful damage to, or defacement of, College property.
h. Consuming intoxicants or bringing intoxicants onto College premises.
i. Entry into unauthorised areas.
j. Use of foul/offensive language.
k. Use of mobile phone.
l. Gambling on College premises.
m. Insubordination.
n. Offences in connection with examinations and other forms of assessment.
o. Falsification or misuse of College records, including award parchments.
p. False pretences or impersonation of others within or outside the College in regard to academic activities, attainments or financial rewards.
q. Refusal to provide identification when asked to do so by a member of the College staff in connection with access to the Learning Resource Centre, security or an alleged breach of discipline.
r. Offences against the criminal law where these offences involve other members or employees of the College or affect the interests of the College.

s. Breach of safety regulations, hygiene and security rules.

t. Breach of College harassment and network acceptable use policies.

The above list gives examples of the type of rules/offences that the College has categorised for each level of misconduct. This list is not exhaustive and acts of misconduct not listed within one or more of the categories may also give rise to disciplinary action being taken.

In addition, the following are examples of gross misconduct which may cause the formal procedure that may lead to dismissal. This is not intended as an exhaustive list.

a. Being under the influence of alcohol whilst on College premises.

b. Being under the influence of drugs or distributing drugs other than those medically prescribed.

c. Theft or fraud.

d. Physically violent, aggressive or threatening behaviour.

e. Serious incidents of bullying.

f. Wilful/malicious damage to or gross negligence/destruction of the College's or other employee's property/equipment/tools.

g. Serious misuse of the College name or property.

h. Poor punctuality.

i. Poor or unauthorised absence.

j. Deliberately ignoring safety/hygiene/security rules and thereby endangering one's own or another's physical well-being or safety.

k. Deliberately accessing internet sites containing pornographic, offensive or obscene material.

l. Serious insubordination.

m. Serious cases of unlawful discrimination or harassment.

n. Bringing the College into serious disrepute.

o. Causing loss, damage or injury through serious negligence.

p. Serious breach of health and safety rules.

q. Serious breach of College rules.

r. Knowingly carrying out an illegal act.

s. The wilful unauthorised alteration, falsification, mutilation or destruction of the College's records or documents.

t. Sexual misconduct.

u. Harassment of fellow pupil on sexual, religious or other grounds.

v. Plagiarism.

w. Cheating during examinations.

Formal Procedure

When a report of an alleged offence is considered, the pupil concerned shall be informed of the details of the alleged offence and given the opportunity of presenting a defence at a disciplinary meeting. The Disciplinary Authority (person appointed by CEO who hears the case) shall inform the pupil in writing of the decision and in cases where the offence is proved, of the pupil's right of appeal to the Deputy Director for Curriculum.

If a pupil charged with an offence does not attend a disciplinary meeting on the date and at the time appointed, without prior satisfactory written explanation having been received, the Disciplinary Authority, may deal with the matter and, if necessary, impose a penalty in the pupil's absence.

A complainant, or a witness, who is summoned to attend a meeting arranged by the Disciplinary Authority and who fails to attend without due cause, may be liable to disciplinary proceedings. The Disciplinary Authority shall determine whether the complainant, or the witness, has due cause for absence.

Disciplinary Authority

The level at which the Disciplinary procedure is invoked shall be appropriate to the perceived seriousness of the offence. In certain circumstances there is a right to invoke the final stage without reference to other earlier stages.

Warnings Issued by Campus

Stage	Investigatory Authority	Disciplinary Authority
Stage 1: Oral Warning	School coordinator and lecturer	SPP coordinator
Stage 2: 1st Written Warning	SPP coordinator and lecturer	SPP coordinator/ Curriculum Area Manager
Stage 3: 2nd Written Warning	SPP coordinator and Curriculum Area Manager	Head of Faculty
Stage 4: Permanent Exclusion from the College	Head of Faculty and/or Assistant Director	Assistant Director or Director

NB: At stages 3 and 4; if the School deems it necessary to involve the pupil's parents this shall be a matter exclusively for the School and parents. Copies of any warnings issued to the pupil should be forwarded to the School for record purposes.

The Disciplinary Authority will determine the Stage of the Disciplinary procedure to be invoked.

Pupils who receive written warnings will be asked to maintain a stated level of behaviour for a defined period of time and all warnings shall remain live for at least six months which means that any further infringements shall result in the next level of discipline being applied.

Stage 4

Removal from the College

The School Principal shall be informed of the details of the alleged offence. Pending an investigation the pupil will be suspended from the Schools' Partnership Programme.

If a case is proven the Director will request the School to remove the pupil from the Schools' Partnership Programme.

Re-entry to the College

A pupil's expected completion date will not be extended by any absences resulting from this disciplinary procedure. Any pupil permanently excluded from the College will be permanently excluded to re-enter any course at the College during the same academic year. A pupil wishing to and eligible to re-join a course at the College will be asked to sign an agreement to abide by a code of conduct and attendance stipulated by the College. Pupils should note that the College reserves the right to refuse re-entry to any pupil previously dismissed under this disciplinary procedure.

Suspension

This should be taken to mean removal from all courses, activities or College premises for a period of time while a matter concerning a pupil is being investigated. Such a period will not normally exceed 10 days unless more time is required to complete the investigation. In such cases the pupil, parent/guardian will be notified. A pupil may be required as part of the terms of the suspension to remain distant from any location or persons as the college considers relevant to the matter under consideration.

Meaning of Dismissal

Any pupil who is permanently excluded through the disciplinary procedure will be excluded from all premises, courses and activities within any campus or out centre of the College.

Annex H: Appeals Procedure

1. Appeals against conduct

(a) Removal from the College

If the pupil/school is not prepared to accept the decision of the person who has dealt with the alleged offence, the pupil/school has the right to appeal in writing to the CEO within ten days of the decision. (Letters of appeal must be addressed to the CEO's Office).

The appeal will be either against the decision and must state briefly the grounds on which it is made.

The CEO will appoint a Disciplinary Appeals Committee who may set aside, vary or confirm the decision taken by the person who dealt with the offence. There shall be no appeal from a decision taken by the Disciplinary Appeals Committee.

(b) The Disciplinary Appeals Committee

In the case of appeals made at Stage 4 (Removal from the SPP programme) the Disciplinary appeals Committee shall be:

- Assistant Director
- Director

No member of the Disciplinary Appeals Committee shall have been involved in the disciplinary action or made the recommendation against which the pupil has appealed; no member shall have any direct or indirect involvement in the case under consideration.
All decisions made by the Disciplinary Appeals Committee will be communicated to the School Principal.

2. Assessment appeals

(a) Appeals against assessment decision

The following appeals procedure for assessment will operate for SPP pupils:

Stage 1

The pupil, through the School coordinator, will attempt to resolve the issue with the relevant assessor/lecturer.

Stage 2

In the event of the matter being unresolved at Stage 1 it will be referred to the SPP coordinator who may confirm with the Internal Verifier that all Awarding Body requirements have been met or may refer the matter back to the Curriculum Area Manager for cross-marking and a final decision.

Annex I: Schools' Partnership Programme Pupil Agreement

This agreement is designed to help you and your tutor understand your roles within the College to ensure that you gain the maximum benefit from the time you spend with us.

The SRC aims to provide you with a welcoming and caring environment, offering appropriate education and training in response to your needs as an individual learner.

As a pupil, you are expected to:

- Accept responsibility for your own learning with the support of your lecturer/teacher/tutor.
- Complete all work required to a satisfactory standard, submitted within agreed deadlines. Attend all timetabled classes punctually and regularly and account for any absences to your tutor.
- Treat College equipment and accommodation with respect.
- Recognise that other pupils are also here to learn and respect their opinions and beliefs.
- Comply with the College Rules and Regulations.
- Ensure that your clothing is appropriate to workshop/classroom environment and School/College regulations.
- Wear protective footwear in all practical environments. (Catering, Construction and Engineering).
- Not to smoke on College premises except in designated areas except in designated areas.
- Not to consume food and drink outside of designated areas.
- Not to use bad language and/or unruly behaviour which is not acceptable and will be subject to implementation of the College Disciplinary Procedures.
- Adhere to the College Equal Opportunities Policy.
- Discuss your progress with your Parents/Guardians where appropriate.
- Accept implementation of the College Disciplinary Procedure, if you do not fulfil these requirements.

Signed: _____ Date:

(Pupil)

Signed: _____ Date:

(Tutor)

Annex J: Child Protection Policy

1. Policy

SRC has a primary responsibility for the care, welfare and safety of the young people and vulnerable adults in our charge, and we will carry out this duty through our pastoral care system, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all can learn and develop to their full potential. We seek to protect our children, young people and vulnerable adults through helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and enabling them to acquire the confidence and skills they need to keep themselves safe. The College will co-operate with all inter-agency child protection investigations.

2. Scope

We seek through this policy and its associated procedures on the protection of children, young people and vulnerable adults to ensure that everyone who works in our College – lecturers, non-teaching staff, volunteers and contractors – has clear guidance on the action which is required where abuse or neglect of a young person or vulnerable adult is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the young person and the vulnerable adult, and the welfare of each is our paramount consideration.

3. Definitions

Neglect:	The persistent or significant neglect of a young person or vulnerable adult, or the failure to protect a young person from or vulnerable adult exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of health or development, including non-organic failure to thrive
Physical	Physical injury to a young person or vulnerable adult whether deliberately inflicted or knowingly not prevented
Sexual:	The sexual exploitation of a young person or vulnerable adult for an adult's or another young person's own sexual gratification; the involvement of young people or vulnerable adults in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles
Emotional:	Persistent or significant emotional ill-treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child or vulnerable adult. This may include children, young people or vulnerable adults witnessing cases of domestic violence.

Bullying:	Bullying is a highly distressing and damaging form of abuse and is not tolerated in our College. All staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully. Parents or the carer of both victim and bully will be personally contacted immediately when bullying behaviour is identified. Any complaint by a parent or carer that their child or vulnerable adult is, or may be, being bullied will be fully investigated and action will be taken to protect the victim. A parent or carer making a complaint about bullying will have a personal response from the College within one week of making the complaint, indicating that the investigation has been carried out and action is being taken. The sanctions taken against a young person or adult who bullies will depend on the seriousness of the case and will initially be dealt with through the pupil disciplinary policy. If the young person is not a pupil of the SRC, then the CEO shall refer the matter to the educational institution which the young person attends, or to the PSNI. If the bullying behaviour persists, the second stage will be to instigate the procedures for reporting and dealing with suspected or disclosed abuse of children or vulnerable adults described below:
Schools' Partnership Programme	SPP offers a 'hands on' approach to learning through work, about work, with a real outcome where young people develop skills for life and an understanding of specific Vocational careers.

4. Procedure for Implementation

The designated members of staff dealing with the protection of children or vulnerable adults are: ***see Section 8.***

4.1 If a young person or vulnerable adult makes a disclosure to a lecturer or other member of staff which gives rise to concerns about possible abuse, or witnessing domestic violence, or if a member of staff has concerns about a young person or vulnerable adult, the member of staff must act promptly.
He/she should not investigate – this is a matter for the Social Services – but should report these concerns immediately to the nominated member of staff on that campus ***see Section 8***, discuss the matter with him/her and make full notes.

4.2 The nominated staff member for the campus ***see Section 8*** will discuss the matter with the CEO as a matter of urgency to plan a course of action, and ensure that a written record is made.

4.3 The CEO, in consultation with the nominated staff member, ***see Section 8*** will decide whether, in the best interests of the young person or vulnerable adult the

matter needs to be referred to Social Services. If there are concerns that the individual may be at risk, the College must make a referral. Unless there are concerns that a parent or carer may be the possible abuser, the parents will be informed immediately.

The CEO may seek clarification or advice and consult with the Senior Social Worker before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. The safety of the individual is our first priority.

Where there are concerns about possible abuse, the CEO will inform the Social Services.

4.4 If a complaint about possible abuse of children or vulnerable adults is made against a member of staff, the CEO or in his absence the Deputy Director must be informed immediately. Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending investigation by Social Services. The College's Disciplinary Policy will also be applied in all cases of abuse. The Chair of the Board of Governors will be informed immediately.

4.5 If a complaint is made against the CEO, the nominated staff, ***see Section 8*** must be informed immediately. She/he will inform the Chair of the Board of Governors, and together they will ensure that the necessary action is taken.

4.6 If any member of staff feels unsure about what to do if he/she has concerns about a young person or vulnerable adult, or unsure about being able to recognise the signs or symptoms of possible abuse, he/she should speak to the nominated staff member for the campus, ***see Section 8***.

4.7 It should be noted that information given to members of staff about possible child abuse or the abuse of vulnerable adults or witnessing domestic violence cannot be held "in confidence". In the interests of the individual, staff may need to share this information with other professionals. However, only those who need to know will be told. The Board of Governors will receive a report on all cases of the abuse of children or vulnerable adults.

4.8 If a pupil attending the Schools' Partnership Programme (either on College premises or in School) makes a disclosure to a lecturer or other member of school/college staff which gives rise to concerns about abuse, or if a member of staff has concerns, the member of staff must act promptly.

He/She should not investigate - but should report these concerns immediately to the SPP coordinator and the nominated staff member for the campus, ***see Section 8***, discuss the matter with him/her and make notes.

The nominated staff member will discuss with the CEO as a matter of urgency. The CEO will contact the Principal of the School the pupil is attending and discuss concerns. The School's Child Protection Policy will then be followed.

If a pupil makes a disclosure to a School representative regarding a member of College staff which gives rise to concerns about abuse, the School will be expected to follow their Child Protection Policy and inform the CEO as a matter of urgency. In such circumstances both School and College Policies will be applied.

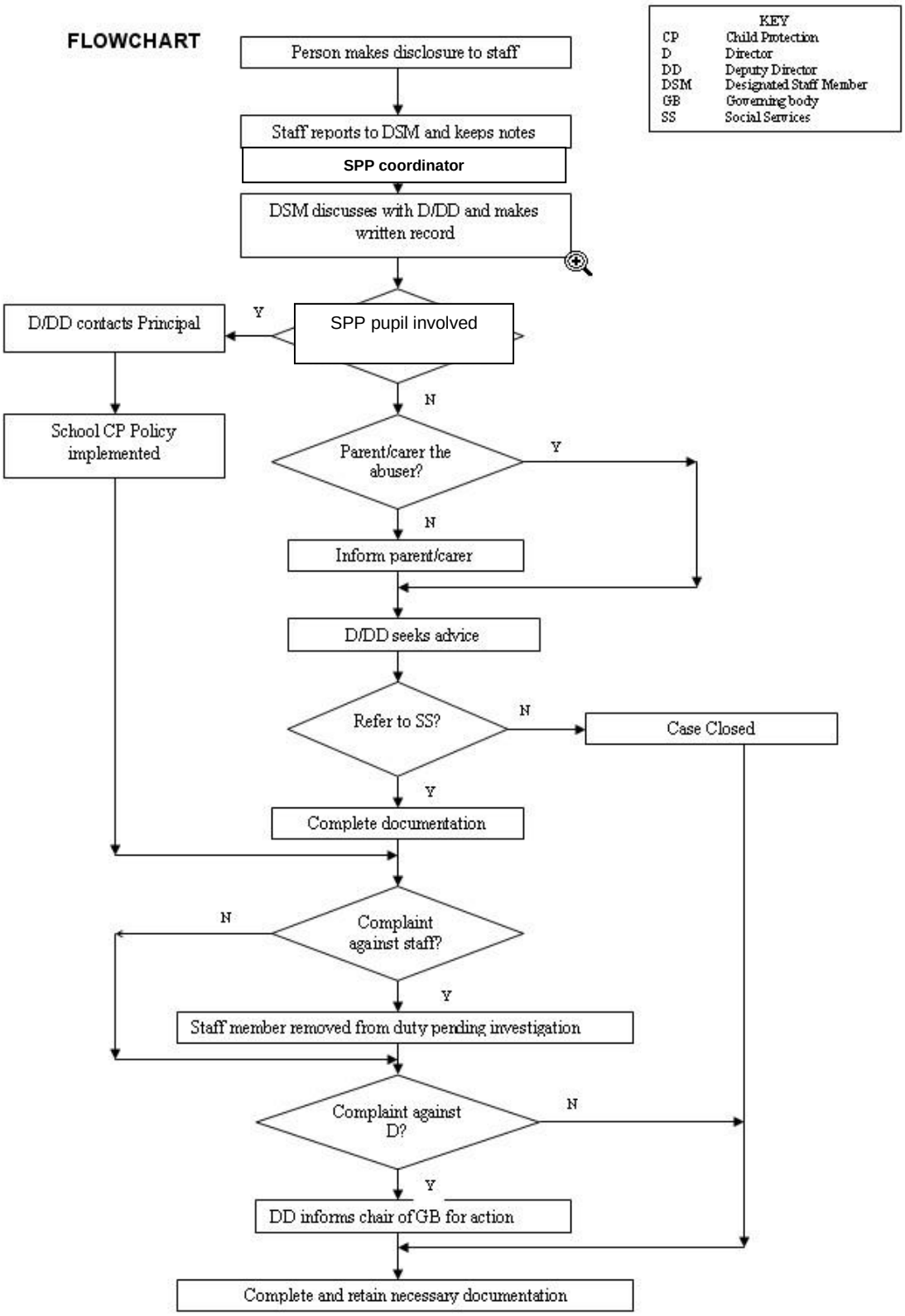
5. Distribution

This Policy and its associated procedures will be distributed to all staff and pupils, contractors, consultants or other service providers who provide services to the College or have reason to be in contact with the College or its pupil and learner body through the College intranet, VLE, the staff and pupil hand books, SPP Service Level Agreements and shall be attached to the general conditions in respect of any contract or agreement that the college may enter into.

6. Related documents

- Pupil Disciplinary policy
- Complaints Policy
- Staff Disciplinary Policy
- PCYPVA Leaflets
- SENDO
- Section 75

7. Flowchart


FLOWCHART
KEY
CP Child Protection
D Director
DD Deputy Director
DSM Designated Staff Member
GB Governing body
SS Social Services
Person makes disclosure to staff
Staff reports to DSM and keeps notes
SPP coordinator
DSM discusses with D/DD and makes written record
SPP pupil involved
Y
D/DD contacts Principal
School CP Policy implemented
N
Parent/carer the abuser?
Y
N
Inform parent/carer
D/DD seeks advice
Refer to SS?
N
Case Closed
Y
Complete documentation
Complaint against staff?
N
Y
Staff member removed from duty pending investigation
Complaint against D?
N
Y
DD informs chair of GB for action
Complete and retain necessary documentation

8. Nominated Safeguarding Staff

ARMAGH & LISANALLY CAMPUS

BANBRIDGE CAMPUS

LURGAN & PORTADOWN CAMPUS

KILKEEL, NEWRY & GREENBANK CAMPUS

9. Anti-Bullying Policy for Pupils

Definition

Bullying is defined as "deliberately hurtful behaviour repeated over a period of time, where it is difficult for the victim to defend him/herself". [DENI "Pastoral Care in Schools: Child Protection"].

Bullying is an act of aggression causing embarrassment, pain or discomfort to someone. It can take a number of forms: physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups.

Forms of Bullying

- Physical violence, such as hitting, pushing or spitting at another pupil;
- Interfering with another's property, by stealing, hiding or damaging it;
- Using offensive names when addressing another pupil;
- Teasing or spreading rumours about another pupil or his/her family;
- Belittling another pupil's abilities and achievements;
- Writing offensive notes or graffiti about another pupil;
- Using offensive text messages or emails;
- Excluding another pupil from a group activity;
- Ridiculing another pupil's appearance, way of speaking or personal mannerisms.

The College's View

The College recognises its duty of care to all learners. It is completely opposed to bullying and bullying will not be tolerated. Bullying is entirely contrary to the values and principles we work and live by, as enshrined in the College's Equal Opportunities Policy and Section 75 of the Northern Ireland Act 1998. All learners in the College community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

The Responsibilities of Staff

Our Staff will:

- Promote self-esteem, self-respect and respect for others through Pupil Conferences, the Tutorial system and the Pupil Support system;
- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils;
- Ensure that all learners and pupils have available information about the damage bullying causes both to the person bullied and to the bully;
- Be alert to signs of distress and other possible indications of bullying;
- Listen to pupils who have been bullied, take what they say seriously and act to support and protect them;
- Report suspected cases of bullying to the Designated Officer for Child Protection;
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken;
- Deal with observed instances of bullying promptly and effectively, in accordance with the College Pupil Discipline Policy;
- Report alleged assaults to the Police Service of Northern Ireland.

The Responsibilities of Pupils

We expect our pupils to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity;
- Summon help to protect the pupil who is being bullied;
- Report to their Tutor, SPP coordinator or Head of Faculty any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

The Responsibilities of Parents/Guardians

We ask our parents/guardians to support pupils and the College by:

- Watching for signs of distress or unusual behaviour, which might be evidence of bullying;
- Advising pupils to report any bullying to the SPP coordinator, Head of Faculty and/or College CEO, and explaining the implications of allowing the bullying to continue unchecked, for themselves and for other pupils;
- Advising pupils not to retaliate to any form of bullying;
- Being sympathetic and supportive, and by reassuring pupils that appropriate action will be taken;
- Keeping a written record of any reported instances of bullying;
- Informing the College of any suspected bullying;
- Co-operating with the College, in trying to ascertain the truth, and pointing out the implications of bullying, both for the pupils who are bullied and for the bullies themselves.

The Responsibilities of All

Everyone should:

- Work together to combat and, hopefully in time, to eradicate bullying.

What You Should Do If You Are Bullied

Anyone who becomes the target of bullies should:

- Not suffer in silence, but have the courage to speak out, to put an end to your own suffering and that of other potential targets;
- Report the bullying to your Tutor or Head of Faculty or any member of staff you feel comfortable talking to;
- Contact Pupil Services for help in dealing with the trauma of being bullied.