



Welfare guide

The welfare of your child is our priority at all times. Our system of supervision ensures that the children are accompanied by our staff throughout the day and there are always members of staff available in the boarding houses on call through the night. We will do everything we can to ensure each child has the best possible experience staying with us and our staff are experienced, friendly and extremely helpful.

First Aid & Medical Guidelines

We have a number of First Aid and Child Protection qualified staff at the university, including all of our House Parents. This means that if your child has an accident or feels unwell there are always members of staff to assist in the first instance. We also have an arrangement with a local doctor's surgery, where we can take any student who is feeling unwell. Any medical bills arising from visits to the doctor will be billed to parents. Students are advised to bring their NHS number with them in order to provide proof of entitlement to free treatment through the National Health Service should this be necessary.

Bath Tutorial College requires a completed Bath Tutorial College Medical Form (in the Parent Welcome Pack) for your child before their course start date, which includes the request for permission to administer over-the-counter medication. This is so that we can care for students in emergencies and to ensure that all relevant people are aware of any medical conditions which might affect a student's well-being, safety or academic progress and how best to support them.

Behaviour management guidelines

We hope all students have a truly fantastic experience with us enjoying the lessons with fellow students and tutors. For some students though, being in an unfamiliar environment can sometimes be challenging, especially in the first few days. We completely understand this and so, on the rare occasion it happens, our staff will offer support to any student who needs it. In order to make the experience as positive as possible for all our students, everyone enrolled on our courses is expected to act in accordance with the Course Rules and the Terms and Conditions outlined on the website.



If, unfortunately, an individual's behaviour falls below the expected standard, the following information is provided as a guideline for how Bath Tutorial College will address the situation.

- The first occasion of poor behaviour will be addressed by the member of staff leading that particular event, i.e. the Tutor if in class, or House Parent if in the boarding house. Most examples of poor behaviour are simply a result of over-excitement which can manifest itself in disruptive behaviour. Such examples will be dealt with simply by the staff who are present.
- If there is a repeated instance of poor behaviour, our staff will point out the behaviour that is causing concern and the fact that it has now happened on more than one occasion. They will ask the student to explain their thoughts on the situation and also if there are any ways the staff can support the student to enable them to avoid the behaviour in the future. The staff member will then relay the conversation to the Bath Tutorial Management so that they can monitor the situation.
- Should there be regular or persistent poor behaviour, one of the Managers will address the student's behaviour directly with them. Bath Tutorial College staff will also notify the parents of the student either by e-mail or telephone to inform them of the history of the situation and also to discuss a strategy should the behaviour be repeated. At this point it is important to note that parental support of school policy, our guidelines and the approach our staff are taking is essential.
- Bath Tutorial College staff and Management are very experienced at supporting students through difficult times, and in our experience, behavioural problems will be resolved more quickly if parents and staff are working together. Each student will be dealt with on an individual basis; however, continual breaches of the course rules may result in eventual removal from the course.

Please note that this information is given as a guide and relates to minor behavioural incidents. In cases of serious behavioural incidents then our staff may feel it appropriate to contact parents immediately. Depending on the severity of the situation or should a student breach any of the Course Rules, a student may need to be withdrawn from the course.

In order for us to be able to best support your child and pre-empt any potential issues they may experience it is very important to inform us of any known situations your child may find challenging or difficult. Any disclosure to us about your child will be dealt with sensitively and treated in strict confidence.



Safeguarding and Child Protection Policy Statement

Bath Tutorial College is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place to which all employees and contractors are expected to adhere.

Safeguarding and Child Protection is **everybody's responsibility**. We recognise that we have a fundamental duty of care towards all children we engage with including a duty to protect them from abuse. We aim to achieve this through compliance with child protection laws and best practice guidelines. This is facilitated through a comprehensive staffing structure and dedicated welfare staff.

We recognise that:

- The welfare of children is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

Working in partnership with children, young people, their parents, carers and protection agencies is essential in promoting young people's welfare.

The purpose of the policy is:

- To help make sure that children who engage in Bath Tutorial College courses are safe and protected;
- To provide a common understanding of child protection issues and inform staff of best practice;
- To provide step-by-step guidance to staff on what action to take if there is an allegation of or concern about actual or suspected situations of abuse.

This policy is mandatory for all Bath Tutorial College staff. This includes anyone who works for Bath Tutorial College, either in a paid or unpaid, full or part-time capacity. This includes directly employed staff, contractors, and partner agencies.

We will seek to protect children by:

- Valuing them, listening to and respecting them.
- Adopting child protection systems and procedures for staff.
- Recruiting staff safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with staff, children and parents/ carers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Providing effective systems and daily routines to ensure that children are well-supervised.
- Providing effective management for staff through supervision, support and training.



We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood. Our policy will be reviewed on an annual basis and in line with any changes in law, best practice guidelines, or advice from our accrediting body.

This statement provides a summary of our commitment to the Safeguarding and protection of children in the care of Bath Tutorial College. Our full Safeguarding and Child Protection Policy Handbook is available on request, at our Head Office.



Bath Tutorial College