



Fitness to Study Procedure

1. Purpose and scope

- 1.1. The Fitness to Study Procedure is applicable to all ICST higher education courses.
- 1.2. It is intended as a supportive procedure to be used by staff in circumstances where a student's health, wellbeing and/or behaviour is having a detrimental impact on their ability to progress academically on their course at the Institute.
- 1.3. This document sets out the procedure that ICST follows when there are concerns about the fitness to study of one of its students. These procedures are relevant where it seems a student's behaviour or health has the potential to disrupt or threaten the welfare or academic progress either of the student or of others.
- 1.4. Decisions about a student's fitness to study are made through a collective, supportive process, after appropriate consultation and after careful consideration of the student's ability to study, learn effectively, take part in the ICST student community for his/her programme of study and to complete his/her course successfully.
- 1.5. There is an expectation that students will take up support offered by the Institute, such as the Disability & Dyslexia Support service available by the Department of Student Support.
- 1.6. A Student may find themselves subject to the application of the ICST Disciplinary Procedure at the same time as the ICST Fitness to Study procedure and/or relevant procedures of the validating partner for the programme of study the student is enrolled onto.
- 1.7. Where student is enrolled onto an ICST higher education programme with a validating partner, and where that validating partner has its own fitness to practice procedure, the validating partner's procedure will take precedence over the ICST procedure. However, in these circumstances the ICST Director of Student Services must be copied in on all correspondence, reports and communications generally to enable him/her to monitor the process on behalf of ICST and to be present at any meeting should s/he see fit.

2. Responsibilities

- 2.1. Personal Tutors, Academic staff, and Student Support services have responsibilities for the pastoral care of all students enrolled onto a higher education validated programme of study. They are also responsible for ensuring they are aware of the range of services on offer at the Institute and their validating partner organisation in order to advise and refer students appropriately. Details of such services will vary depending on the validating partner and full details will be available to the student from Student Services Department for each programme of study.
These may include:
 - a) Disability & Dyslexia Support
 - b) Student Mental Health & Well-Being Services
 - c) Student Advice
 - d) Skills for Learning
 - e) Students' Union
 - f) Academy of Sport
 - g) Multi-faith Chaplaincy
 - f) Employability
- 2.2. With the exception of a decision to immediately suspend, which requires specific authority from the Principal (in agreement with the validating partner's nomination, such as the Head of Registry) all named roles in this procedure may nominate another person to act in their place.
- 2.3. The Principal has jurisdiction under this process over all students. The Principal may nominate a senior member of the academic or management staff to be responsible for operating the Fitness to Study Procedure.
- 2.4. The Principal is are responsible under the ICST Health and Safety Policy for the safety of staff, students and visitors to their offices and will take immediate action to ensure the safety of staff, students and visitors where this is put at risk by unacceptable conduct.



- 2.5. Staff should also act promptly if they have any concerns about a student's health and/or behaviour, seeking advice from the Director of Student Services if necessary. Early intervention may avoid a crisis.
- 2.6. Students are expected to take responsibility for communicating their needs and seeking support within ICST as without this information there can be no offer of support.
- 2.7. All ICST staff, students and members are responsible for reporting unacceptable conduct which they witness or of which they have evidence (see appendix 1). All staff should also know what action to take in emergency situations (see appendix 1)
- 2.8. If a student demonstrates unacceptable conduct during any stage of the Fitness to Study process, then this may be considered a disciplinary matter and action may be taken under the ICST Disciplinary Procedure.

Students with disabilities

- 3.1. The Institute will make reasonable adjustments to the application of this procedure for students with disabilities, or other relevant protected characteristics under the Equality Act 2010. Students should discuss the appropriate adjustments with our Disability & Dyslexia Support team.

4. Circumstances under which a student's fitness to study may be brought into question

- 4.1. A student's fitness to study may be brought into question because of a wide range of circumstances.

These include (but are not restricted to) the following:

- a) Where (serious) concerns about the student's health are raised by a third party, such as a relative, a friend, a member of Institute staff, or relevant external professionals;
- b) The student exhibits behaviour that would generally be dealt with as a disciplinary matter, but is considered may be the result of an underlying physical or mental health difficulty;
- c) The student's academic performance is unsatisfactory, and this is thought to be the result of an underlying physical or mental health difficulty / problem;
- d) The student is not engaging with their programme of study and there are absences which give cause for concern about their well-being;
- e) There are concerns that the student may not manage their placements or field trips due to their ill health (and not due to a lack of Support Arrangements based on a disclosed health issue);
- f) The student is unable to engage with teaching, learning or support, without causing undue disruption to the normal workings of the Institute / threatening the welfare or academic progress of the student themselves or others;
- g) The student's behaviour falls outside of the Institute's expectations of student conduct and this is thought to be the result of an underlying physical or mental health difficulty / problem;
- f) When the student has left the Institute because of ill health. In these cases, it is important to act under Stage 2 or 3 to formalise the situation;
- g) Where demands are made of Institute staff and/ or other students which are felt to be unreasonable, and go beyond what can be expected of reasonable adjustments and support.

5. When these procedures are not applicable

- 5.1. These procedures are not to be used in cases where a student's academic ability is called into question where there are no health-related issues that may have affected their academic performance.

6. Initiating the Fitness to Study procedure

- 6.1. This Fitness to Study Procedure has 4 possible stages:

- 6.1.1. Emerging concerns - Initial discussion with student;
- 6.1.2. Persistent & significant concerns - Case Review meeting(s);
- 6.1.3. Referral to Principal/Director of Student Student Services – Immediate action required;
- 6.1.4. Return to Study.



6.2. These are described in detail below, but this simple table may help understand the basic pattern of the procedure: Below is some guidance on documenting concern.

Level	What do you do?	Who does it?	Who is invited?	Note Distribution	If student does not attend?
Emerging concerns	Initial discussion with student	Academic staff. Support Staff (with the general approval of their line manager)	A staff member. Possibly a colleague as a witness or support. The Student	Retained by staff member, sent to student, the Principal and Director of Student Services.	Make notes of the concerns and distribute to the Principal and the Director of Student Services. Offer another appointment to the student and consider escalation to level 2.
Persistent or significant concerns	Convene a case review meeting	The Principal	The Principal. The Director of Student Services. Possibly other staff involved in the case. The student. The meeting is quorate with two staff.	Retained by Principal. Sent to all attendees, the Director of Student Services and the Student.	Make notes and distribute, and consider escalation to level 3 or attempt another appointment at level 2.
Immediate Action Required	Consider immediate suspension by the Principal	The Principal or Director of Student Services	This could be an email or telephone discussion.	Retained by Principal. Sent to all attendees, the Director of Student Services and the Student.	Take full actions without the student.
Immediate Action Required	Convene a Review Panel	The Principal	The Principal. The Director of Student Services. Possibly other staff involved in the case. The student. The meeting is quorate with two staff.	Retained by Principal. Sent to all attendees, the Director of Student Services and the Student.	Take full actions without the student.

6.3. It is preferable that there is a pro-active and preventative approach taken by using these procedures, and that most student concerns will start at Level 1 in the first instance, thereby minimising crisis situations from emerging. However, depending on the severity and complexity of the concerns, the procedure may be triggered at any level.

6.4. The problem-solving approach embedded within this procedure allows a student to focus on agreed actions geared to achievable aims that are clearly documented and originate from a supportive perspective rather than a disciplinary one.

6.5. However, this procedure should be followed even if the student does not wish to engage in the process.

6.6. At any stage of these procedures, the staff member can consult the Student Support Services for guidance/advice.

6.7. All actions taken under this procedure need to be evidence based so documenting concerns and actions taken is essential.



Below is some guidance on documenting concern:

DOCUMENTING YOUR CONCERNS - Recording & sharing information:

- Keep timely, accurate & confidential records of the concerning incident/behaviour, i.e. student's details, date/time, who you spoke to and what you did;
- Make it clear when you're recording factual information or opinion;
- Make it clear when information is obtained from the student or a third party;
- Share concerns with Line Manager/Principal/ Director of Student Services.
- Does an Incident Report need to be completed?
- Is there any follow-up action needed?
- Having a clear chronology of staff records/concerns is very important any concerning patterns of behaviour can be identified as early as possible;
- If there is doubt about how/where to record your concerns, please discuss with your line manager;

Please refer to Fitness to Practice guidance or Occupational Health for any practice-related concerns.

Level 1 – Emerging concerns – Initial Discussion with student.

Emerging concerns about an individual student's health, safety, behaviour or mental wellbeing

There are emerging concerns about a student's health (for example, their behaviour or engagement has changed recently).

The (staff member) should discuss with the student and explain in a supportive and understanding manner that concerns about the student's fitness to study have emerged. This member of staff may be a lecturer, course director, or a member of the Student Support team.

It is hoped that in most cases issues can be resolved at this level, and that the student will respond positively, co-operating fully with the process and taking advantage of the support available. It may be necessary to obtain independent corroboration as to whether support offered is being taken up. The responsibility for providing this will lie with the student.

Before the meeting:

Invite student to speak to discuss the matter.

Arrange a private venue to speak with student.

You may wish to ask a colleague to be present if you feel you need a witness to the conversation. The student must consent to the presence of the third party.

Staff should refresh their knowledge as to the academic support and pastoral care services offered by the Institute and any relevant validating partner that may be useful to signpost to.

The meeting:

The discussion with the student should be done in a supportive and understanding manner. A record of the concerns and actions agreed and a review period, should be determined as part of this initial process. A written record of the meeting should be taken.

The student should be made aware of the precise nature of the behaviour that has caused concerns to be raised.

The student should be encouraged to discuss their concerns and give their views and perspectives. They should be given the opportunity to identify how the concerns can be addressed and the situation resolved, with advice from staff. The student should be encouraged to think about using one or more of the support services offered by the Institute or its validating partner.



After the Meeting:

Record the discussion in writing. A copy of agreed actions should be sent to the student within 10 working days, and a copy sent to the Principal and the Director of Student Services. Both the meeting and the written summary must clearly address the staff member's concerns and make it clear what action is being taken by the student and staff member following the meeting to help alleviate concerns and to support the student.

Agree a review period to allow for self-reflection and seeking help and to reassess the situation and discuss any changes. Put the review meeting date in writing to the student.

Review meeting:

- a) If issues are resolved, no further action is required. This must be recorded so the reason for no further action being needed is clear.
- b) Further meetings may be scheduled to continue to monitor progress and help ensure that continued support is provided to the student.
- c) If concerns increase or have not been addressed satisfactorily, the student should be informed that their fitness to study may be considered under Level 2 of the procedure.

Record the discussion in writing. A copy of agreed actions should be sent to the student within 10 working days, and a copy sent to the Principal and the Director of Student Services after the meeting has taken place.

If a student does not attend the initial meeting or review meeting:

- a) Record your actions.
- b) Put something in writing to the student to advise they missed a meeting with you and offer another meeting date.
- c) Update Principal and the Director of Student Services.
- d) Consult your line manager and Student Services as necessary.

If a student does not attend the initial meeting or a review meeting, this may raise concerns sufficiently that the situation may need to move to the next stage of the procedure. You may wish to discuss this with your line manager or the Student Services

REMEMBER: If you have significant/urgent concerns or you feel the student or others are at imminent risk, please refer to the Emergency section in this document (appendix 1).

Level 2 – Persistent and Significant Concerns (Case Review)

If the action taken under Level 1 has not been successful, or it is felt that the case is too serious to be dealt with at a lower level, Level 2 of the procedure can be invoked.

i.e. there are persistent and significant concerns about the student's health or behaviour, their ability to study or substantial concerns of a risk to themselves or others.

REMEMBER to document your concerns and actions, and any communication with the student

A case review group will be convened by the Principal. This group will also include a member of staff from the Student Services and may also include the student's personal tutor, course director, or any other staff invited by the Principal as appropriate. The meeting is quorate with two staff.

Before the meeting

The Principal will be the point of contact with the student and all other agencies and individuals, and be responsible for convening the meeting, chairing the meeting and nominating a minute taker to keep records of the meeting.

A letter should be sent to the student at least 2 working days in advance of the meeting, informing them of the time,



date, venue and purpose of the meeting, and requesting that they confirm their attendance. Any information or evidence relating to the issues or incidents will be collated in advance regarding the implications for the student's study or status.

The student will also be provided with any documents that will be considered by the Case Review Group, and asked to provide any documentation for the Group to consider at least 24 hours in advance of the meeting.

The Institute reserves the right to request that the student provides medical evidence confirming their Fitness to Study. The medical assessment will be used to determine the following matters:

- a) The nature and extent of any medical condition the student is experiencing;
- b) The student's prognosis;
- c) The extent to which it may affect his/her fitness to study and manage the demands of student life;
- d) Any impact it may have or risk it may pose to others;
- e) Whether any additional steps should be taken by the Institute, in light of the medical condition, to enable the student to study more effectively.
- f) Whether the student will be receiving any on-going medical treatment or support.

In cases where the Institute has any continuing concerns about the student's fitness to study, it may require a second medical opinion. In this case a student may be asked to submit to a medical examination by doctors/specialists who will be nominated by the Institute and at the Institute's expense, to allow the situation to be properly evaluated.

The student will be encouraged to consent to this, as it will ultimately enable the Institute to address the student's difficulties in the most effective manner possible and to make an accurate assessment of risk.

The student will be asked to authorise full disclosure to the Institute of the results of any medical examination. The Institute recognises that any such information disclosed will constitute "sensitive data" for the purposes of the Data Protection Act 1998 and will be handled, processed and stored accordingly. Should the student decline to undertake a medical examination, or disclose results, the Institute may continue this procedure based on the information already in its possession. The Institute also reserves the right to address the current issues under the Student Disciplinary Procedures.

The Institute will take into account any medical evidence and supporting information provided by the student but the Institute has the final decision on the action to be taken under the Fitness to Study Procedure.

The student may be accompanied to the meeting by a representative of the Students Union or an alternative advocate.

Disabled students may also bring along their support workers, and any appropriate reasonable adjustments should be made.

The Meeting:

The purpose of the meeting is to look at all possible means of managing the situation and supporting the student. The level of risk, however, should also be considered and balanced with the above

The purpose of the meeting will be to ensure that:

- a) The student is made fully aware of the nature of the concerns that have been raised;
- b) The student's views are heard and taken into account;
- c) The best way to proceed is agreed upon;
- d) the student is fully aware of the possible outcomes if difficulties remain.

Agree a plan of action, using Support Plan form (see appendix 2), of how to address the concerns. Discuss both the student's and the Institute's points of views and any potential consequences of the concerns not being addressed and resolved. **Any support plan should include:**

- a) An outline of how the student will be supported on their course, including any support arrangements, if appropriate.
- b) Contact details for Institute and support services within the Institute
- c) What signs to be aware of should the student have any future exacerbation of their mental or physical health condition.



- d) Any actions the Institute should take if there are any further concerns.
- e) Details of who to contact externally if there are concerns.
- f) Agreed actions with review dates.
- g) Consequences for not keeping to the actions.
- h) Consequences for continuation of the causes of concern.

A copy of the completed form should be sent to the student no more than 10 days after the meeting and a copy sent to the Principal and members of the Case Review Group.

Actions and recommendations should be agreed. These will be circulated to those present at the meeting, (and to the student if they did not attend). Any conditions imposed should have a specific timescale, and detail the consequences of non-adherence.

Possible outcomes following the meeting:

The Case Review group may decide:

1. That no further action is required.
2. To formally monitor the student's progress for a specified period of time.

Regular review meetings with the student will need to be arranged with a nominated member of Institute staff to ensure that the action plan agreed at the meeting is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided. The student will also need to be informed of the consequences of any breaches of the action plan, which will normally involve fitness to study being considered at stage 3.

3. To recommend that special academic arrangements or support is put in place.
4. Such recommendations should be agreed with the student's School and by the student, and approved by the relevant Institute authority. The student will be informed that unless these arrangements remedy the concerns to the Institutes satisfaction, the case may be considered at Stage 3 of this Procedure.
5. With the consent of the student, to agree that the student's studies be interrupted for a period of time.
6. To escalate the case to Stage 3 of this procedure.

This will only be appropriate in the most serious of cases, where for example evidence of a serious risk to either the health and safety of the student or others has been identified, and it is thought that suspension, exclusion or expulsion of the student may be the appropriate course of action, or where a particular course of action has been recommended but the student does not agree.

The decision of the Case Review Group, together with a concise record of the meeting, should be sent to the student within 10 working days from the date of the meeting, and a copy kept on the student's personal file. A copy of this documentation should be sent to the student's School where relevant.

If the student does not engage with this process

The Principal will record actions taken and write to the student to advise they missed a meeting and offer another meeting date.

A student's non-attendance may raise sufficient concerns that the situation may need to move to the next stage of the Procedure. The case review group may decide to escalate to stage 3 of the procedure as necessary.

REMEMBER: If you have significant/urgent concerns or you feel the student or others are at imminent risk, please refer to the Emergency section in this document (appendix 1).



Level 3 – Referral to the Principal/Director of Student Support Services.

Immediate action Required

This stage of the Procedure will only be implemented either after a referral from a Level 2 Case Review Group, or if in the opinion of the Principal/Director of Student Services sufficiently serious concerns are raised to warrant consideration of the student's suspension, exclusion or expulsion (e.g. there is an unacceptable risk to the health, safety of the student or of others, or to the normal working of the institution).

As a first step the Principal or Director of Student Services will consider whether interim suspension of the student pending further action is appropriate and will present a case to the Institute to suspend. If the Institute is satisfied that there are valid grounds for the suspension; that due process had been followed; and that the decision is reasonable in all the circumstances he/she will suspend the student, who will be informed in writing regarding their suspension.

The Principal will then convene a Fitness to Study Review Panel meeting which may include the Director of Student Services, the student and any other colleagues deemed necessary by the Principal. The Principal will Chair the Panel and a member of Institute administrative staff will act as Secretary to the Panel.

In cases where a student's physical illness is the reason for suspension a review panel may not need to be convened and the student will instead be advised, through the suspension letter, that they need to provide medical evidence proving that they are well enough to return to Institute before any suspension can be lifted.

Wherever possible, the student will be given at least 2 working days' notice of the meeting of the Fitness to Study Review Panel. The student will be informed of the purpose of the meeting which will be to consider the evidence available, including the student's perception of these concerns, and to reach an appropriate decision, action plan or other outcome. The student will also be provided with any documentation to be considered at the meeting, and asked to provide any documentation he/she may wish the Panel to consider in good time for the meeting.

The student may be accompanied at the meeting by a representative from the Students Union or an appropriate advocate. Students with disabilities may also be accompanied by a support worker where required. The student should tell the Principal at least 24 hours in advance of the meeting the names of any companions / advocates who will be attending the meeting.

The Fitness to Study Review Panel will order its proceedings at its discretion. It may call witnesses, including Student Services staff working with the student. It may also make enquiries to assist its deliberations; these may include requesting further medical assessment of the student's fitness to study.

It will also consider any previous risk assessments.

The decision it arrives at shall be confirmed by the Chair of the Fitness to Study Review Panel after obtaining a collective decision from members of the Panel.

The student will be notified in writing of the decision, with reasons, within 10 working days of the meeting of the Fitness to Study Review Panel. It is advisable that the decision is communicated in such a way that support is available to the student at the time wherever possible.

The decision may include one or more of the following:

To formally monitor the student's progress for a specified time period.

In this case the Panel will provide the student with an agreed action plan, outlining any steps that the student will need to take and/or any support to be provided to the student for addressing the concerns identified. Regular review meetings with the student will need to be arranged with a nominated member of staff to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided. The student will also need to be informed of the consequences of any breaches of the action plan.

Following consultation and subject to the approval of the relevant Institute authority, special academic arrangements are put in place, or an interruption of studies is agreed.

The student will be informed of the consequences should these arrangements fail to remedy the concerns to the Institute's satisfaction.



To recommend that the Institute exercises its statutory power to suspend or exclude the student and will make a case for this to the Institute.

Any decision to suspend or exclude should be communicated by the Fitness to Study Review panel to any support services who have been involved with the student where possible (e.g. internal and external support services).

Any other action considered to be appropriate and proportionate.

Level 4 – Returning to Studies

The Institute is supportive of students returning to studies wherever possible. However, it is important to make sure that the student is well enough to return to their studies to avoid a repeat of earlier difficulties or the development of longer term difficulties which is in the interests of both the student and the Institute. The Institute will consider all relevant evidence in determining whether a student is fit to study and has the ultimate decision on whether to permit the student to re-enrol.

Any student who has been suspended under the Fitness to Study procedure will have a flag on their student record so that they cannot re-enrol without following the return to study process.

The process for students wishing to return to study after suspension is as follows:

After a break in study, the student may make a request to the Principal for permission to return to the Institute. Such a request must be made in writing to the Principal at least 2 months before they wish to return.

For requesting authorisation to return, the Principal, in consultation with relevant departments will identify the issues of concern that the Institute may have in respect of the student's fitness to study.

The student should be made aware that they will need to provide evidence that they are fit to study prior to their return.

This may include, but is not restricted to:

- a) Current medical evidence dated within 2 months of the proposed re-enrolment date that supports the student's return to study from a recognised health professional who has the full background to the circumstances which led to the student's suspension or interruption
- b) Adequate support being in place at Institute that can meet their needs
- c) Sufficient time being given for liaison between the School, support services and, if appropriate, accommodation regarding the support requirements
- d) Possible liaison between the Institute and external services involved in supporting the student

The student will only be permitted to return if, after receiving medical advice, the Institute are satisfied that the individual is fit to study and able to comply with any conditions imposed on return.

In cases where the Institute has any continuing concerns about the student's fitness to study, it may require a second medical opinion. In this case a student may be asked to submit to medical examinations by doctors/specialists, including the Institute's link consultant psychiatrist as nominated by the Institute and at the Institute's expense, to allow the situation to be properly evaluated. If the Institute is not satisfied that the evidence proves that the student is fit to study, or there are other mitigating factors, the Principal will write to the student to inform them that they will not be permitted to re-enrol at this stage.

In any case where the medical evidence is accepted by the Institute and a student wishes to return to study following the implementation of the fitness to study Procedure, the Principal and Student Services should hold an initial meeting with the student to discuss what support measures need to be put into place for the student's return and establish a return to study plan. This initial meeting should also include the student's tutor / course director. The student may be accompanied at the meeting by an appropriate advocate. The Principal will be responsible for convening the meeting, chairing the meeting and nominating a minute taker to keep records of the meeting and circulating a meeting record. This will also be an opportunity to resolve any outstanding issues the student might have about resuming their studies.



Any support plan should include:

- a) An outline of how the student will be supported on their course, including any support arrangements, if appropriate.
- b) Contact details for School and support services within the Institute.
- c) What signs to be aware of should the student have any future exacerbation of their mental or physical health condition.
- d) Any actions the Institute should take if there are any further concerns .
- e) Details of who to contact externally if there are concerns.
- f) Agreed actions with review dates.
- g) Consequences for not keeping to the actions.
- h) Consequences for continuation of the causes of concern.
- i) There should be a written record of what is agreed for the return to study plan and a copy given to the student.

The Institute has an on-going duty regarding fitness to study and health and safety, so may arrange regular reviews with the student throughout their remaining time at the institution, to monitor their progress and the effectiveness of support mechanisms. If so, the student must provide continued cooperation; such review meetings may continue for part or all of the remaining time at Institute.

The Principal should ensure that, where appropriate, a copy of the plan is sent to the relevant Institute support agencies who have agreed to help implement the plan, and that any necessary support from agencies external to the Institute is put in place.

The Principal (or their nominee) should make arrangements for monitoring that the support plan is being delivered and the student's progress is reviewed.

7. Appeals

7.1. Any students who are not satisfied with any decision made in accordance with the Fitness to Study Procedure may use the Student Complaints Procedure within 14 days of being notified of any decisions made under this procedure.

7.2. Any student who is suspended or excluded by the Institute may appeal to the Principal.

8. Review

8.1. The effectiveness of this guidance will be reviewed annually and will be amended as changes in legislation occur.

8.2. When statutory law changes, the guidance is held automatically to have been amended by that change and it will be updated as soon as practically possible.



Appendix 1 - Actions to take in emergency situations or where student is displaying unacceptable conduct

Emergency situations

The Fitness to Study procedure is not intended to be used in emergency or crisis situations, e.g. acute or dangerous situations where it is believed that a student's behaviour presents an immediate risk to themselves or others or where actual harm, in any form, has occurred.

In the event of any physical threat on ICST premises, staff should contact building security

London Office: Technopark Security 020 7815 6841

Cardiff Office: Security 07882482249 | or emergency services 999 if appropriate.

Follow-up actions after an Emergency:

Notify the Director of Student Services/Principal with details of the incident, the action taken and any follow-up actions or need for after-care support for students or staff. Such notifications are essential to ensure a more co-ordinated and informed response to any ongoing or future causes for concern. Complete an Incident Form using the form provided for the purpose on the Institute's website.

Unacceptable conduct:

Where a student demonstrates unacceptable conduct (as outlined in the Student Disciplinary Procedure) staff should following the reporting process outlined in section 9 of the Student Disciplinary Procedure.

The Local Manager investigating the incident will then decide what action to take which may include initiating the Fitness to Study Procedure and may liaise with colleagues in wellbeing services if there are concerns regarding the student's health or wellbeing.



Appendix 2 – Support Plan template

Student/Member Name:	Membership No:
Course:	Student ID:
Student phone number	
ICST Link person	
Validating Partner link person (if appropriate)	
External links (state who will contact this person):	

The following Support Plan has been devised to ensure there are effective support mechanisms in place for the student during their studies

The student is registered with Disability & Dyslexia Support		Yes/No
Action	By Whom	

Contingency Arrangements:	
What does the student identify as triggers?	What actions should be taken in response to those triggers?

Who to Contact in a crisis situation?

Name:	Membership No:
Telephone Number	Student ID:
Who will make contact during office hours	
Who will make contact during evenings and weekends?	
Validating Partner link person (if appropriate)	
External links (state who will contact this person):	



Date of next review:

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Signed by:	Dated:



Appendix 3 – Confidentiality and Consent

CONFIDENTIALITY AND CONSENT

No information regarding a student shall be given directly or indirectly to any third party external to ICST or its Validating Partner for the specific course on which the student is enrolled, without the student's written consent, except in certain circumstances when it is believed that a student may be at risk of harm to themselves or others, or where there is a legal obligation to disclose.

All actions taken and records made should be in accordance with confidentiality and the ICST Data Protection Policy found on the ICST website. We may need to consult with external agencies. If we do, we will comply with the Institute's Data Protection Policy.