



WELFARE and WELL-BEING POLICY

Purpose of Policy

The purpose of this Policy is to take reasonable steps to promote and safeguard the welfare and well-being of any staff colleague or student engaged in any College activity.

Policy

The College is committed to discharging its statutory and moral duty to support all staff colleagues and students. It is also committed to discharging any additional duties to promote and safeguard the welfare of all people engaged in College activities. The College understands the relationship between welfare, well-being and the ability of individuals to fulfil their potential. It also understands the need to develop a sense of community awareness and sustainability.

Contribution to Achievement of the College's Mission

The College's Mission is '*Promoting Diversity, Raising the Standard, Taking Education Further*'. This Policy contributes to the achievement of this Mission by ensuring that all members of the College community (colleagues and students) can fully engage in activities designed to allow them to fulfil their potential in a secure environment where attention is paid to their welfare and well-being.

Scope:

This policy applies to all staff, students and visitors to City College Coventry when engaged in College activities.

Implementation

The policy and any related procedures are intended to ensure that the College pays due regard to the well-being of staff and students. In order to achieve this goal the College will provide a Health Zone which will be used to promote the well being and health of students and staff. Staff of the College will also be offered support through an Occupational Health provision which will include a range of health and employee assistance and advice services.

To achieve this goal the College will put in place measures that demonstrate that everyone is equally valued and everyone is treated with respect. These measures include the following commitments:

- The elimination of discrimination on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex / gender, sexual orientation.
- The right of every member of staff and all students to work or study without fear of harassment, victimisation or bullying.
- The provision of an environment in which all individuals can operate effectively, confidently and competently.
- A safe and healthy environment for work and study.
- Providing and promoting models of behaviour that promote good working and learning.

- Allowing all people to make a positive contribution to the College community and to the wider community.

Monitoring and Impact Measurement

The policy will be reviewed annually and in response to major changes in legislation or significant events. The related procedures require that records are kept and reports made regarding issues of well-being and welfare.

The perceptions of staff colleagues and students will be sought through perception surveys, forums and feedback systems. Relevant information and data for staff colleagues and students will be regularly scrutinised by College Managers at various meetings and annual reports will be made to relevant Committees of the Governing body.

The Occupational Health and Colleague Assistance provision will be subject to periodic review by the Health & Safety Committee.

Publication of Policy

This policy will be made publicly available, provided to all members of staff and students via the intranet and forwarded to other bodies on request.

Policy Review Date	March 2015
Executive Member responsible for implementation	Vice-Principal Communications, People & Development

Approval and Review History	
<ul style="list-style-type: none"> • Approved by the Corporation on 11th July 2007 (Minute C49/07) • Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 23rd November 2009 (Minute X) • Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 26th March 2012 	

Related documents:	
Safeguarding Policy	Learner Support Policy
Safeguarding Procedure	Staff Disciplinary Procedure
Single Equality Scheme	Staff Capability Procedure
Health & Safety Policy	Student Disciplinary Procedure
Attendance procedure (students)	Procedure for the Selection and Recruitment of Staff
Admissions Policy	Guidance on handling harassment at work (Staff Procedure)
Confidentiality Statement	Procedure to prevent bullying and harassment (Student Procedure)
Behaviour Management Procedure	Substance Abuse Guidance Notes for Staff & Students.
Guidance Notes to Staff Students on Anti - Bullying/Harassment	Learner Involvement Strategy
Culture, values and internal communications strategy.	Quality framework.
Catering Policy	Procedure for the management of sickness absence (staff).