

**HE Student A-Z
2022-2023**

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Welcome to Bishop Burton College

Here at Bishop Burton College I am proud to say we offer first class, first choice vocational education across many different subject areas and provide our students with the perfect platform to be successful in their chosen careers.

As one of the finest land-based colleges anywhere in the country, we boast exceptional facilities and unrivalled industry and sporting partnerships, meaning we are in a unique position to provide our students with an outstanding opportunity to improve their employability.

Our students benefit from hands-on training from day one, ensuring students are fully prepared for the world of work by the time their journey with us comes to an end.

All our staff are focused on making sure every student not only achieves their academic goals, but also improves their health and wellbeing during their time with us. We treat our students as individuals, identifying your individual needs and providing appropriate support.

Any student who chooses to study at Bishop Burton College, will have the use of excellent resources such as our own commercial farm, Olympic-standard equestrian facilities, our Technology and Skills Centre and our Centre for Precision Agriculture.

There is no better place to launch a career in your chosen subject area.

I hope you will find all the information you require in this A-Z. If you do require anything further, please do not hesitate to get in touch with your Programme Leader. Our friendly and helpful staff will be more than happy to assist you in any way they can.

Bill Meredith
Chief Executive and Principal

Mission, Vision and Values

Our mission is to provide students with the skills and knowledge needed to secure rewarding careers in the industries and communities we serve. Our vision is to:

- Provide world-class facilities and resources for our customers and our other stakeholders
- Foster and develop innovation and a solutions-driven response to all challenges
- Continue to grow in a sustainable way through responsiveness to the needs of our local, regional and national employers, industries and communities
- Be recognised for excellence in effective, innovative, partnership development.

We believe the College values provide us with a sense of purpose and identity. We believe in:

- First-class / first choice technical education
- Respect for each other and the environment
- A positive, 'can do' attitude
- Striving for excellence in all that we do.

Fundamental British Values

The College recognises that it has a specific responsibility towards preparing students to become responsible citizens, contributing to wider society and life in Britain, including protecting learners from prejudice-based discrimination. Whilst the College already operates an equality and diversity Policy which supports its responsibilities under the Equality Act 2010 and a Safeguarding Policy this policy incorporates all aspects of Fundamental British Values which the government set out in its Prevent strategy.

- **Democracy** - an understanding of how citizens can influence decision making through the democratic process
- **Rule of Law** - an appreciation that living under the rule of law protects individual citizens and is essential for their well-being and safety
- **Individual Liberty** - the right to act, believe and express views free from unjust control of governments and others.
- **Mutual respect and tolerance** - raising understanding and tackling prejudice so all are treated with dignity and respect.

Student Association Welcome

Welcome to Bishop Burton College. As the group of students responsible for key social events and fund raising, we feel well placed to help you get the most out of your time at Bishop Burton College.

The Student Association supports many social events throughout the year, including quizzes, film nights, discos, trips out to the cinema, and ice skating as well as the bigger events of the year – the Halloween, Christmas and Valentine’s Balls.

As a sporty College there is also the need to shout loudly from the side lines at matches (home and away!) and participate in after- match celebrations which, with the huge success of our sport teams, are quite frequent!

We meet up with the Principal and other staff regularly, as we act as the formal link between staff and students. It means we can discuss your issues as well as making sure that we know first-hand about planned changes within the College.

We joined the Student Association to gain experience of working within a team, to represent all other Bishop Burton College students and to ensure they had a say in how the College is run. The year has been fantastic! We have all learnt so much about being in an Association and know these skills will remain with us for the rest of our lives and look at our great CVs! We would definitely do it again!

If you have energy, ideas and would like to contribute to student life at Bishop Burton College, then become a part of the Student Association. You can do this by speaking to staff in Student Services. We hope you enjoy your time at Bishop Burton. We all wish you the best of luck and hope to see you working and playing hard.

Best wishes, Bishop Burton and Riseholme College Student Association

Academic Development Seminars (ADS)

ADS have been designed to complement teaching, learning and assessment and form part of all HE programmes. Students have the opportunity to discuss any programme related issues and staff provide additional academic and professional skills development topics. Students also have the opportunity for individual tutorials to discuss progress and any personal actions required to help with their development and success on programme.

Accommodation

The College provides residential accommodation for over 350 students. These students are housed in 14 Halls of Residence on campus.

Living in halls is a great way to make new friends and to live in beautiful surroundings.

Non-residential students are not permitted in Halls of Residence at any time without prior permission from the Head Warden.

To contact the Duty Warden, phone 07702 553935

Activities

All social activities are open to all students whether they are residential or not – come and join in! Any non-residential student aged under 18 must make prior arrangements to travel home after these events. Under 18s who are non-residential are not permitted to stay on campus overnight and those aged over 18 must have a residential student willing to take responsibility for them, be signed in with the Duty Warden and pay the necessary fee (£10) in advance of any overnight stays.

Anti-bullying

Any concerns over bullying or harassment must be passed on to your course tutor or support staff who will ensure that they are dealt with in line with the 'Anti-harassment and Anti-bullying Policy'.

Policy Statement

The College is committed to promoting and maintaining acceptable standards of conduct by ensuring that all individuals, students and staff, understand the nature of harassment and bullying, whether physical or verbal. No incidents of bullying and harassment will be tolerated and any incidents will be dealt with in accordance with the College's disciplinary regulations.

Aim

The aim of the Policy is to define the College's position on harassment and bullying and to set out the course of action if any student or member of staff is subjected to bullying or harassment.

Definitions:

Harassment is unacceptable behaviour which can include not only violence and bullying, but also subtler behaviour such as ignoring or excluding an individual. It subjects an individual or group to unwelcome attention, humiliation, ridicule, offence or loss of privacy. It may consist of a single event or a pattern of behaviour. Harassment may leave an individual or group feeling intimidated, upset, humiliated, embarrassed or offended.

Bullying is the intentional tormenting of others through verbal harassment, physical assault, or other subtler methods of coercion such as manipulation. Bullying often describes a form of harassment perpetrated by an abuser who possesses more physical and/or social power and dominance than the victim. The victim of bullying is sometimes referred to as a target. The harassment can be verbal, physical and/or emotional.

Attendance

Many support funds and grants are dependent upon full attendance and, in certain instances, will be withdrawn, reduced or even requested to be returned if attendance falls below the 90% target. On the rare occasions where you cannot attend contact the Attendance Line before 8.30am on 01964 553089 or text 07734543920. They will in turn contact your academic team so they are aware of your absence.

If you require time off from lessons for appointments that cannot be changed, for e.g. hospital appointments, please see your Programme Leader before you take the time off. Please note not all absences will be approved.

The Sports Development Officer will arrange for the authorised absences that students attending away fixtures often require.

Boots and Other Dirty Protective Footwear

It is expected that all students will remove boots and/or dirty outdoor boots/shoes when entering College buildings.

Guidelines:

Reasons for removing footwear:

- To keep the College buildings clean and tidy for the benefit of all students, staff and visitors
- To increase the life span of finishes to College buildings
- To help ensure healthy and hygienic facilities for all
- To help ensure safe facilities for all.

Application of the guidelines:

- Any protective footwear that is worn to work in College workshops, on the College farm, the estate, within the Equine areas or animal handling areas
- Any boots worn when riding horses
- Any wellington boots
- Any footwear used for sporting activities on the College pitches (e.g. Football and rugby boots, hockey boots etc.)
- Areas where such footwear should be removed:

All College buildings including classrooms, staff rooms, eating areas and social areas, sports facilities and changing rooms

All College hostels and residences.

Careers Guidance

Every student can access independent and impartial careers guidance at any point during their time at the College – even if you're thinking of leaving. For further details, please contact the Careers Coordinator on 01964 504111 or email careers@bishopburton.ac.uk. They can provide you with advice and guidance. You can also locate a wide variety of careers information on iLearn.

Car Parking

All cars should be parked in the main car park. All cars must display up to date Car Park Permit and be parked in the relevant area. Copies of the College's parking regulations are provided in the induction pack and can also be obtained from Student Services and the transport office.

You can apply for a car parking permit online by accessing the following link: www.bishopburton.ac.uk/student-life/free-transport/car-parking-permit-application

Catering

There is something for everyone when it comes to food on campus. The college has four individual retail outlets that are able to cater for a variety of tastes and diets.

The Meadows, Bishops Table, Digby's, Ostlers & Canters are able to provide a service from early morning to late in the evening. There is plenty to tantalise your taste buds... from full English breakfasts, freshly prepared salads, traditional roast dinners to hot and spicy curries and Mexican fajitas. In the afternoons there is a selection of delicious muffins and cakes to go with an Americano or a fruit smoothie.

Throughout the year, meal deals and promotions are available as well as theme days and evenings all served by our friendly hospitality team at a competitive price.

The department takes pride and is fully committed to providing dishes utilising local suppliers and producers. This not only ensures we have the freshest of products for our outlets but we are also reducing our carbon footprint. We are always open to new ideas and suggestions; you can contact us either via phone (ext. 4158) or by email hospitality@bishopburton.ac.uk.

Change of Personal Details

In order to make any changes to your personal details – address, mobile phone number, home contact etc, please contact staff within Student Services.

Chaplaincy

The college chaplain is available to all in college; whether Christian, of other religious traditions, or of none. The chaplain is willing to talk in confidence about any concerns you may have - personal, practical or spiritual. You can talk about work pressures, relationship difficulties, bereavement, anxiety or about life and what it throws up.

The chaplain can be contacted by email at needtotalk@bishopburton.ac.uk or can be found in the Student Services office.

Comments, Suggestions & Complaints

The College wishes to provide a high level of service to you, its customers, and to help maintain and improve the facilities and standard of service it encourages and welcomes any comments and suggestions you would like to make.

The College provides you with a variety of ways in which your views can be put forward:

- By completing surveys which are given to you at intervals throughout, or at the end of, your course – these provide valuable information for the College and help us to make improvements where necessary
- By taking part in the various forums that run throughout the year.
- By inputting into College meetings with your course rep and Student Association
- By speaking directly to your Programme Leader or tutor either during your individual tutorial sessions or at any time you have a problem, particularly if the matter is concerning your course work or assessments
- By speaking to any member of staff.

However, if you have a problem which you cannot resolve using the above methods and you feel a formal complaint is necessary, you may do this by:

- Putting your complaint in writing, either in a letter or email and hand it into Reception or Student Services for the attention of the Assistant Principal Quality & Exams.
- Telephoning and asking for the Quality Office (01964 553000) or email: comments@bishopburton.ac.uk

- Asking at Reception for an appointment with the Assistant Principal Quality & Exams to discuss the issue.

All formal complaints are acknowledged then investigated and responded to in writing usually within 15 working days (unless holidays intervene or unless the complaint is particularly complex). You can ask for a copy of the college complaints procedure from reception or student services. This document also outlines your right to appeal.

Computer Usage Policy

This is a brief version of our “Acceptable Usage Regulations”. You automatically agree to them by using any College computing facility. The full version is available in the Learning Resource Centre or on the Intranet. Our facilities exist for your education as long as you act responsibly. We reserve the right to examine any data stored or transmitted over our network. Access to all web sites on the Internet are monitored and logged. Access to the College network is a privilege, not a right, for an individual.

SCOPE - WHO AND WHAT DO THESE REGULATIONS APPLY TO:

The regulations cover all users of any College computing facility including enrolled learners, guests and third parties given express permission. Use must be solely for College business and course related educational purposes.

LEGAL RIGHTS - YOU AND YOUR OBLIGATIONS

Please also refer to the College’s IT Policy, the E-mail and Internet Code of Practice. We are all bound by UK and international laws including the Data Protection Act 1998; the Copyright, Designs and Patents Act 1988; the Computer Misuse Act 1990; Race Relations (Amendment) Act 2000; Regulation of Investigatory Powers Act 2000 and section 26 of the Counter-Terrorism and Security Act 2015 (PREVENT Duty). There are also laws relating to a range of topics, including libel, annoyance, pornography, blasphemy, protection of minors, intellectual property rights, sex discrimination, equal opportunities, advertising standards and defamation of character, some of which are included in the Joint Academic Network’s (JANET) Acceptable Use Policy.

ACCEPTABLE USE - WHAT YOU CAN DO

Every opportunity will be made for you to gain full advantage from our computing facilities as long as you are responsible and follow the guidelines.

The College ensures students are safe from inappropriate, terrorist and extremist material when accessing the internet on campus, by having secure filters which will block content. However, any misuse indicating that a student has accessed or shared (including via social media) inappropriate content in any way, or utilises computer systems for the purpose of facilitating or encouraging extremism will be subject to the College's disciplinary processes.

If you witness any inappropriate content being accessed or shared in any way please inform a member of staff immediately.

Normal activities include academic study, individual and group research, project work, revision, assignments, communication with staff and other learners, plus limited personal use. Typically, this involves using:

- Industry standard IT applications e.g. Microsoft Office Subject specific software, e.g. CAD, Accounts
- Information sources, e.g. CDs, Intranet, Internet, E-mail
- Personal use must be non-profit making and not hinder access by others
- Commercial business use is prohibited unless arranged through a College manager
- Backups - we will do our best to retain your data. Note that all student data (including emails and submissions) is deleted each summer so you must copy it onto a suitable USB stick or online storage platform if you wish to keep it
- And use in conjunction with the normal work of the College.

LOGIN IDs - PASSWORD AND SECURITY

You will be allocated a unique personal user login ID, password and email address. You should change your password from the default the first time you login. Never let anyone know or use your password. Log off when you have finished. You are responsible for any misuse attributed to your ID. Only store your data on your area of the network (normally drive S) or one drive. Do not store data on local hard drives (eg C).

We recommend you keep multiple copies on work across different platforms, eg not solely on a USB Stick

DISCIPLINARY PROCEDURE

Breach of these conditions, including any related procedure or Law referred to, will lead to the following disciplinary procedure:

1. Withdrawal of computing resources and facilities. Typically, this involves:
 - Minor first offence - suspension from the network, or some of its facilities, for two weeks
 - Second or more serious offence - suspension from the network, or some of its facilities, for one month
 - E-mail offences may result in a ban for at least one term.
2. Repeated or a major offence will lead to implementation of the College Disciplinary Procedure (learner or staff) including verbal or written warnings.
3. Reporting to the appropriate authority e.g. Police or FAST. We are obliged to refer breaches of criminal law to the appropriate authority.

UNACCEPTABLE AND POSSIBLY ILLEGAL USE AND BEHAVIOUR. (WHAT YOU CANNOT DO)

- Do not disturb anyone by using personal entertainment systems.
- Keep noise to a minimum.
- Do not eat, drink or smoke in any of the computer rooms (food and drink to be kept in containers).
- Do not infringe the guidelines of the E-mail and Internet Code of Practice. This includes not creating or viewing anything: obscene, blasphemous, libellous or discriminatory; that upsets or inconveniences others; that infringes copyright; that introduces a virus or similar program.
- Remember, the Laws that cover published material also cover email; in general, be truthful and respect the privacy and feelings of others.
- Do not move, connect to, or disconnect any equipment.
- Do not install software - including games—on College equipment.

- Do not use computer games or on-line 'chat rooms'.
- Do not download media files e.g. MP3, MPEG or similar files.
- Do not 'hack' into any system or data you do not have the rights to.
- Do not mistreat any of the equipment or furniture in any of the computer rooms. NB: Switch off your mobile phone before entering any computer centre.
- Do not use, contribute or participate in social networking sites where the content may bring the College, Staff or Learners into disrepute (please see Student Code of Conduct 2020-2021, which will be given to you at enrolment)

HEALTH AND SAFETY

Where practical, the College adheres to current Health and Safety regulations and recommendations. Do not work on a computer for more than 1 hour without a 10 minute break.

DISCLAIMER

Neither this document nor any of the other computer related codes of practice in any way detract from the College's disciplinary procedures. In the event of any offence being committed the College disciplinary procedures will be applied.

Debt

The College provides extensive advice and guidance for students around financial matters including bursaries or hardship awards. In some cases, students get in debt.

For advice and guidance on how the College can support you financially via its bursaries please contact the Student Services Officer (HE Finance) in Student Services.

Disabilities and Additional Student Support

We will work to reduce disadvantages, discrimination, and inequalities of opportunity. We will promote diversity in terms of our students, our workforce, the community and partners, and the services we deliver.

Who can we support?

The Equality Act 2010 gives students rights in their access to colleges, universities and providers of post-16 education.

We can support students who are:

- Are hearing impaired or have profound hearing loss
- Are visually impaired
- Have a learning disability and/or difficulty
- Have a specific learning difficulty, such as dyslexia, dyscalculia or dyspraxia
- Have ADHD, ODD, Autism or Aspergers
- Have a long-term medical condition, such as diabetes, epilepsy, cancer, multiple sclerosis, HIV or schizophrenia
- Have mental health concerns

Bishop Burton College offers an inclusive learning environment with additional support available.

What can you expect from us?

- To be treated fairly
- Support in disclosing your disability
- To be consulted regarding aspects of your disability
- An interview with the HE Study Skills Co-ordinator
- Chances to review how the support is working for you
- Access to facilities
- Access to auxiliary aids and services
- To be involved in planning your learning
- Reasonable adjustments to be made for you

What Type of Support Do We Offer?

Depending upon your learning need and availability of resources we may be able to offer you:

- Educational Support
- Variable support options
- Referral for a specialist assessment for Specific Learning Difficulties for example Dyslexia
- Study skills support
- Assignment support and access to learning mentors
- Literacy and numeracy support
- Equipment

- Adjustable-height desks
- Specialist microscopes
- Overlays and colour lined paper
- Reading pens
- Fixed and portable hearing loops
- Portable hoists and a ceiling tracked hoist within our changing space
- Technical Support
- Voice recorders for loan
- Specialist software packages

Disability Student Allowance

Staff can assist with students who need to complete Disability Student Allowance application (DSA) through student finance England

Examination Arrangements

Where you need additional support or special arrangements for examinations, you will need to contact the Student Support Co-ordinator as soon as you enrol at the college. This allows for assessment, statements and medical information to be processed. Concessions can include (subject to examining body regulations and confirmation via assessment of needs):

- Additional time
- Supervised breaks or rest periods
- Braille papers (more notice required)
- Large-print papers
- Amanuensis (scribe)
- Reader
- Bi-lingual dictionaries
- Alternative rooms
- Word processor
- Spelling, grammar concessions

Please note that if you received special exam arrangements at school or on a previous college course you will not automatically receive this at HE without application.

Who to contact for information

We have a team of qualified professionals, graduate teachers and specialists to support students who require additional study skills tuition.

There is also a team who support students as notetakers, mentors and personal assistants. The HE Study Skills Co-Ordinator can guide, advise and arrange support for students with a study skills need or access requirement.

Nick Dook (HE Study Skills Co-ordinator)

Tel: 01964 553000 (Ext 4165) Email: nick.dook@bishopburton.ac.uk or hestudyskills@bishopburton.ac.uk

Doctors

All residential students are eligible to be registered with Beverley Health Centre. If you need to see the doctor please book an appointment through the Health and Welfare Officer. We have block booking slots set up on Mondays, Tuesdays and Thursdays. Transport can be provided for anyone who needs it.

Electoral Roll Registration

All Higher Education students aged 18 plus have the opportunity to register on the Electoral Roll. This will give registered students the opportunity to vote in local and general elections. Registration can be completed by visiting: <https://www.gov.uk/register-to-vote>

Equality and Diversity

Throughout the year, themed 'Equality and Diversity Weeks' occur which will be visible around the campus and links to our commitment to promoting British Values. These include:

- Black History Month
- Health and Respect Week
- LGBTQ Month
- Equality and Diversity Week
- Mental Health and Awareness Month

Equality and Diversity Policy

Bishop Burton College, established in 1954, has long been an institution that embraces equality of opportunity. The College curriculum extends from entry level through to Masters level. The College also delivers education and training to school pupils and full cost clients.

There is a clear recognition at all levels of the institution of the benefits to this residential College that diverse client groups bring. This policy identifies the commitment the College has made to ensure equality of opportunity for students, staff, stakeholders and visitors to Bishop Burton College.

1) Introduction

1.1 The College mission is “to provide students with the skills and knowledge needed to secure rewarding careers in the industries and communities we serve.”

1.2 Bishop Burton College recognises the benefits that diverse staff and student groups bring. This policy identifies the commitment the College has made to ensure equality of opportunity for students, staff, stakeholders and visitors to Bishop Burton College.

2) Policy Statement

2.1 The College, recognises the real educational and business benefits of having a diverse community of staff and students who value one another and contribute to the achievement of the College's mission. The College is fully committed to providing an environment of equal opportunity for all its staff and students including those considering coming to work or study at the College. To achieve this, the College will not tolerate unfair or unlawful discrimination on the grounds of gender, colour, ethnicity, disability, religion, nationality, age, marital status, sexual orientation or any other irrelevant distinction. This policy applies to all staff and students who are involved in activities carried out in the name of the College.

3) Aim

3.1 To promote diversity and ensure equality of opportunity for all stakeholders.

4) Objectives

4.1 The key objectives of the Policy are:

- To provide policy and procedures to ensure fair selection, appointment, promotion, education and training of staff and students.
- To report on and monitor workforce and student profiling.
- To ensure compliance with relevant legislation.

- To provide all staff and students the opportunity to comment and discuss issues of equality and diversity through evaluation questionnaires, tutorials, performance reviews and student representation forums.
- To provide ongoing programmes of staff and student development to raise awareness of issues relating to equality and diversity.
- To encourage members of minority groups to apply for jobs and courses to reflect the demographic composition of the sub-region.
- To ensure an ongoing programme of events that raise staff and student awareness of equality and diversity issues with an emphasis on fulfilling the college value of respect for each other.
- To establish and maintain contact with partners and groups who can support the College in meeting the workforce, education and training needs of diverse client groups.
- To review the programme and training course content and delivery in order that they reflect good practice in promoting equality and diversity issues.
- To strictly apply those policies and procedures which ensure the existence of a campus free from discrimination and harassment.

5) Implementation

5.1 Responsibilities

- *Principal and Corporation* - The Principal and Governors have a specific responsibility for ensuring compliance with this policy, relevant legislation and the promotion of good practice in relation to equal opportunities and diversity.
- *All Staff and Students* - Promoting diversity and maintaining equality of opportunity is the responsibility of everyone involved in College activities. All staff will undertake regular Equality & Diversity awareness training.
- *Equality and Diversity Committee* - The purpose of the Committee is to:
 1. Consider and respond to all aspects of Equality and Diversity as they impact on the College.
 2. Advise College Management and Board on the implications of new legislation.
 3. Formulate and monitor relevant policies, procedures and schemes.
 4. Measure and report on progress towards agreed targets.

Finance

The College has access to the most up-to-date information on funding, allowances, grants, bursaries, support funds and benefits. The Student Services staff are also very good at translating it all for you! Many students have concerns about money when coming to College.

Should you require further information on financial support please contact Student Services or email bursaries@bishopburton.ac.uk .

Keep an eye out for the Totum cards and discover special discounts especially for students! Visit www.totum.com for further details and to apply for your card.

Firearms on Campus

The onus of responsibility for the safety and security of a firearm remains solely with the holder of the Shotgun/Firearm Certificate who must be satisfied that suitable security procedures are in place at the College. Any student wishing to keep a firearm on College premises should contact Student Services on 01964 553113.

First Aid

There are many staff trained to administer first aid – if you have an accident report it to a member of staff who will access help for you. All accidents need recording formally, please assist the staff to do so.

Health and Welfare

Bishop Burton College has excellent links with local health services as well as having internal systems to support you while you are away from home.

The Health and Welfare Officer can support Students in many ways so if, for example, you are homesick, have personal problems, have queries about your sexual health or are worried about your mental health then contact the Health & Welfare office in Student Services.

Students can access free specialist counselling support within the college as well as additional outside agency support if required. To arrange this, contact the Health and Welfare Officer during working hours.

Tel: 01964 553064 Email: needtotalk@bishopburton.ac.uk

The Sexual Health Nurse attends the college week on alternate Tuesdays and Wednesdays from 10am-2pm for a drop in Contraception and Sexual Health Clinic based in the First Aid room in the Meadows.

This service provides:

- Relationship advice & Lifestyle choices in sexual health.
- Contraception including pills, implant (rod) and injection.
- Testing and advice on sexually transmitted infections including HIV, Syphilis, Hepatitis, Chlamydia and Gonorrhoea (no symptoms).
- Emergency contraception.
- Pregnancy testing, support and referral to appropriate agencies.
- Condoms and general advice.

Mental Health and Wellbeing Policy

1) Introduction

1.1. The College recognises that it has specific legal responsibilities towards students whose mental condition falls within the definition of disability under the law, as outlined in the Equality Act 2010.

2) Policy Statement

2.1. This policy applies to all students, including young people and vulnerable adults, as identified below, who participate in any College activities. The College has its own procedures for the maintenance of good order and for safeguarding academic standards which will apply to all students irrespective of their medical condition or specific needs.

2.2. However, whilst the College is committed to providing a supportive environment, it is important to recognise that it is not a mental health facility nor is it a therapeutic community. There are, of necessity, limits to the extent of the support which can be provided and it is not the responsibility of the College to replicate services that already exist in the community.

3) Definitions

3.1. A “young person” means a person who has attained the age of fourteen and is under the age of eighteen years. (Children and Young Person’s Act 1933)

NB. The Policy only relates to FE and HE students who are over the age of 16. The responsibility for schools’ students remain with that organisation. Professional Protocols for collaborative and commissioned provision issued by the East Riding of Yorkshire Council and Hull 14-19 Quality Partnership states "That the home institution provides / has a statutory duty of care regarding the health, safety and wellbeing of its students'

3.2. Vulnerable adult

The definition of vulnerable adult that applies to this policy is “a person who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”

3.3. Confidentiality

Under the guidelines of the Data Protection Act 1998 the College has a responsibility to treat sensitive personal information with confidence. However, should information be received, by an officer of the College, that gives cause for concern, it may be considered necessary to share this with appropriate external agencies.

4) Aim

4.1. The College aims to provide a supportive environment that will help students with mental health difficulties to realise their full academic potential and to successfully complete their course. It also aims to facilitate and promote positive mental health and wellbeing.

5) Objectives

5.1. To operate and monitor the Mental Health Operating Procedure.

5.2. To ensure, wherever possible, the safety of students, staff, other persons and the College.

5.3. To comply with the Ofsted Commission for Social Care inspection recommendations for the residential accommodation of Students under 18 years of age.

- 5.4. To provide a range of support services, including a Health & Welfare Officer, a counselling service, a chaplain and a student support service.
- 5.5. To encourage students with mental health difficulties to seek support.
- 5.6. To have in place effective procedures for the disclosure of information in respect to students with mental health difficulties.
- 5.7. To ensure that the sources of support are clearly communicated to prospective and current students and their families.
- 5.8. To promote understanding and recognition of mental health difficulties.
- 5.9. To provide guidance, support and training to staff who are involved in the support and care of those with mental health difficulties.
- 5.10. To ensure regular monitoring of vulnerable students who may fall within the range of having a mental health condition.

6) Implementation

- 6.1. The Assistant Principal, Campus, as a member of the Senior Leadership Group, will ensure commitment to this policy and the effective, confidential and sensitive operation of the attendant procedure.
- 6.2. The Head of Student Experience will monitor day to day compliance with the policy and the recording of disclosed information.

Health and Safety

A student studying in a land-based College will encounter additional health and safety considerations – tractors, livestock movement and crop spraying not being frequent issues in a city College!

It is expected that all students will follow the guidance and regulations explained during induction and be responsible for the maintenance of a safe environment for themselves and others.

In particular students must:

- Familiarise themselves with and follow the codes of practice relevant to the areas in which they work
- Be appropriately dressed for the activity being undertaken
- Fulfil any safety precautions when using equipment and report any defects immediately to a member of staff
- Report any accidents to a member of staff immediately and follow the procedures on reporting of accidents that will then begin
- Not attend any session, be it a duty or formal teaching session, under the influence of any substance which may cause alterations in behaviour. A student showing such behaviour will be removed from the session and subjected to the College's disciplinary procedures.

1) Introduction

(i) Bishop Burton College ("the College") accepts its moral and legal duties under the Health and Safety at Work etc Act 1974 and supporting legislation. The College intends to fully comply with this legislation and is firmly committed to minimising adverse effects to the health, safety and welfare of its employees, students and any other persons affected by its activities.

(ii) Furthermore, the College acknowledges the importance and positive benefits of effective health and safety management and will strive to maintain high standards for health and safety which go beyond the minimum requirements of the law.

2) Policy Statement

The College will:

(i) Establish systems to identify and assess the risks to health and safety arising from its work activities, equipment and use of materials and substances.

(ii) Put in place control measures and management systems which are sensible and proportionate to those risks.

(iii) Involve employees in the above processes by providing adequate facilities for consultation.

(iv) Develop appropriate systems for effective communication including raising the profile of health and safety matters throughout the organisation.

(v) Provide all employees with the necessary information, instruction, training and supervision to ensure that they are competent to carry out their duties.

(vi) Educate students in health and safety by incorporating the basic principles into all appropriate courses. The ultimate goal is to develop students that are 'risk aware' rather than 'risk averse'.

(vii) Allocate adequate resources to allow the objectives within this Policy to be achieved.

(viii) Regularly monitor and assess health and safety performance with a view to continuous improvement.

3) Departmental Arrangements

(i) Due to the size and diversity of the organisation, each Department is required to devise written arrangements which describe how they intend to comply with the College Health and Safety Policy. Such arrangements are the Departmental Codes of Practice which give detail of how health and safety issues are managed locally.

4) General Responsibilities

(i) The College Corporation, through its Principal and Executive Team, is ultimately responsible for ensuring that this Policy and any accompanying Policies and Procedures are fully implemented across the organisation.

(ii) Nevertheless, health and safety is the responsibility of everyone within the organisation. Consequently, the College expects each and every employee to cooperate on health and safety matters and to take reasonable care for themselves and any other person who may be affected by their actions.

ID Cards and Lanyards

All students are issued with a College photo ID card and student lanyard at the commencement of each academic year. For security and easy identification of students, these must be worn at all times. Staff will challenge any students who are not wearing their lanyard and ID card or cannot prove their identity whilst on campus.

Students are often asked for their ID when using the Learning Resource Centre and other College facilities. Residential student's cards 'double-up' to also be used as their food card and for non-residential students, as a bus pass. If lost, a replacement card will cost £5 and a replacement lanyard is £5.

Knife Policy

The College recognises that the health and safety of students is important and endeavours to provide conditions in which both students and staff can operate without undue concerns for their safety.

Policy statement

Students must not carry, or have in their possession, knives at any time on the College campus, during College business, or on College transport, unless specifically authorised by a member of the College staff.

Aim

The College's aim is to provide a safe and secure environment in which students and staff can operate to achieve the high-quality learning and skills development to which the College is committed.

Objectives

To ensure the safety of students and staff, knives will not be allowed on the College site, in a student's personal possession, in College accommodation (whether on or off site), in personal lockers or storage spaces, or in student vehicles, at any time.

Criteria for Use

Where knives are a necessary part of the curriculum delivery, knives will be distributed and accounted for by College staff.

Implementation

Members of the College staff, where appropriate, will immediately confiscate any unauthorised knife held by a student. Students responsible for breaching this policy will be disciplined appropriately with any breach of these regulations being treated as gross misconduct, such an incident may result in expulsion.

LRC

Learning Resource Centre

Our LRC is in the very heart of the campus next to The Meadows and close to the student village. It houses the College Library, open access IT zone and a suite of state of the art flexible teaching and learning environments. The building is wireless enabled with bookable PCs and laptops available for students to use throughout the building.

Alternatively, you can bring along your own wireless enabled device. Browse among our 38,000 books and 200 + journal and newspaper titles or use iLearn to explore a range of online resources. Choose to study by yourself or, to discuss your findings with friends in some of our unique learning spaces.

Skilled and helpful staff are on hand to make sure you make the most of our extensive collection of information sources and media; to assist you to work with the information to produce good quality assignments and to help you fully exploit our excellent ICT facilities.

LRC Term Time Opening Hours

Monday to Thursday: 8.30 am – 7pm

Friday: 8.30am – 5pm

Saturday: 8 am – 12 noon

Hours are subject to change, so please check the LRC iLearn page for up-to-date information.

Tel: 01964 553103

Services and resources to support you in your studies include:

- Books
- Ebooks

- Reports
- Periodicals and newspapers
- Quick access to your email
- Online full-text journals and specialist research databases
- Dissertations
- CDs and DVDs
- Material recommended by your tutor
- Recreational fiction
- Careers literature
- Maps and online maps
- Photocopying and binding facilities
- Wireless internet access
- Inter-library loans
- Get help with your coursework from our Learning Mentors.

One to one support sessions with LRC to enable you to make the most out of the resources and facilities available to you.

As a HE student you also have access to a designated HELRC within the University Centre, providing a specialist learning environment which is available 24hrs a day. This facility can be accessed by using your student ID card out of hours.

Your student ID card also acts as your Library Card so please make sure you have it with you whenever you visit.

Life Coaches

We know that everyone is different. The Life Skills Team @ UCBB is dedicated to helping you unlock your full potential to reach academic, career and personal life goals. It's all about YOU at UCBB. Our specialist team of life coaches and professional skills experts focus on empowering you to get the best from yourself. At UCBB, we don't just focus on study programmes and qualifications, we challenge you to overcome barriers to success, so you can achieve personal and professional goals and fulfilment.

They support you on every step of your journey, whether it is through 1:1 mentoring and coaching sessions to tackle individual challenges or needs, or through group tutorials and workshops. Our commitment is to support and develop YOU!

Life Coaches

Our new and highly qualified team of Life Coaches can help you discover the best you. We have expert Life Coaches to provide support across a wide range of life skills, including:

- **Emotional and behavioural:** helping you to understand and overcome personal barriers so you can achieve your full potential
- **Mentoring and coaching:** individual support programmes, tailored to specific needs
- **Social engagement and interpersonal:** career coaching to help develop confident, professional and industry ready individuals, who are armed with the interpersonal skills to engage in the professional world
- **Health, wellbeing and resilience:** focus on all aspects of physical and mental health and wellbeing to develop resilience and life skills and life balance

Our Life Skill's Team is available to HE students on campus or remotely via email, telephone, webinars or video call, so distance learners can also access support.

Litter

As part of our Respect College value we have a zero tolerance towards the dropping of litter. There are plenty of bins around the College for the disposal of litter. At all catering outlets you are expected to clear your own tables. Recycling bins are available throughout the campus to support our sustainability efforts.

Learning Support

The Student Support staff offer support for all students. They can assist with understanding assignment briefs and offer advice and support plus many other academic requirements. For further information, please see the section on iLearn or contact hestudyskills@bishopburton.ac.uk.

Lost Property

Staff will be able to guide you should you lose anything. Your bank must be informed immediately if you lose your debit/credit card or mobile phone if you have the pay function installed.

Please hand lost property into any member of staff.

Mobile Phones

Mobile phones are often used as part of lessons, but please ensure they are switched to silent at all times. Using your phone whilst driving on the College campus is prohibited.

NUS/Totum

Bishop Burton College is affiliated with the National Union of Students making you eligible for a Totum card. Purchase the card from www.totum.com and save £££'s with over 100 exclusive offers and discounts. From your favourite retailers to the best restaurants you could save 10- 20% on every purchase.

For every card sold, a small amount will be donated to the Bishop Burton and Riseholme Student Association to help fund the fantastic events held throughout the year.

And let's not forget the annual NUS Conference. Every Student Association can have at least one delegate attend on their behalf to have their say for Bishop Burton on a national scale.

Post

Residential students may collect their post from the post room with proof of ID.

We also have other services available. A range of coloured paper and card for sale, stamps can be purchased, your letters and parcels posted and much more. Drop by and talk to our friendly staff.

Reprographics

Reprographics can produce top quality work in plain paper wide format copying. All costs can be found in the Post Room. Please contact 01964 553177 or email postroom@bishopburton.ac.uk for assistance.

Safeguarding

Safeguarding is the protection of children and vulnerable adults from harm. The College has a dedicated Safeguarding Team who are able to listen to your worries and concerns. If you hear or see anything which you feel is of concern, please talk to any member of staff immediately.

Alternatively, email safeguarding@bishopburton.ac.uk

Smoke Free

Our College is smoke free. If you wish to smoke or vape, you must use one of the three designated smoking shelters on campus.

For assistance in helping smokers give up, see the Health and Welfare Officer in Student Services.

Social Networks

Please refer to the College policy on computer usage and specifically note that students must use, contribute or participate in social network sites only if they are clear that the content therein does not bring the College, its staff or other students into disrepute.

Sports Academy at Bishop Burton College

Sport is key here at Bishop Burton! For those on HE programs we have a men's Rugby Union team and an Equine team in the BUCS leagues. The College also runs Academies in Football (men and women), Rugby Union (men and women), Netball and Equine, all of which can cater for those studying at HE level.

The Colleges' sport academies in Football and Rugby have a unique full-time training programme for those students on specified courses. The College has a team of professional coaches – including former international stars!

For more information about training like a professional while continuing your studies, contact the sport academy team.

The College also has a number of sports teams in Various AoC leagues, which compete against other colleges across the region in a more relaxed format.

Games are played on a Wednesday afternoon in the British Colleges Sport leagues with training sessions taking place during the week.

We welcome you to join in at Bishop Burton, as it continues to build one of the fastest growing sporting reputations.

You can follow the various academies progress via social media:

Instagram: bishopburtonsport

Facebook: Bishop Burton Sport

Twitter: @onebishopburton

Sporting Activities

For those of you who are interested in sport and enrichment activities, the College has a dedicated Sports Development team who can cater for your needs whether you are participating for the first time or you are a potential elite performer.

Our Centre for Sport and Fitness has competitive student membership rates at just £15 a month (included free if a residential student)! We have tailored personal programmes available (included as part of your monthly membership). These are ran by our friendly, fully trained and experienced sport operatives. We have a 40 station Gym including a strength zone, cardio zone and functional training area. You can also access various fitness classes including circuits and Yoga.

Did you know you can hire a badminton court and equipment for just £9. Other facility/pitch hire is also available for sports such as 5 a side football, basketball etc. Please enquire with sport operatives at the sports centre for more details.

If it is recreational sport you're after, the Sports Development team run a social sport programme for day and residential students.

This is a great chance to try a range of fun non-competitive sporting activities, providing you with a great opportunity to try something new, get active and have fun in a relaxed informal environment.

- O2 Touch Rugby
- Lacrosse
- UV sports
- 5-a-side indoor/outdoor Football
- Badminton
- Rounders
- Clay Pigeon Shooting
- Volleyball
- Basketball
- Team Building

We have opportunities for everyone. If you're interested in getting involved, please speak to a member of our sport team.

Student Association

The Student Association is run by the Student Leadership Committee. This is the group of students who organise the social, recreational and sporting events for their fellow students. They also act as the formal and regular link through to College management. They meet fortnightly to discuss plans and budgets for the events, receive information about College developments, such as audits, inspections, visitors or new buildings that are being planned.

They provide a view on issues such as the best way to manage student behaviour and the group themselves set a good example on behaviour. There are many benefits to being on the Student Association – the learning of valuable team working skills, minute-taking, conduct in meetings and managing a budget. These all look great on your CV!

Elections for members take place during Autumn Term. If you want to take this opportunity and become a member of the committee then look out for information at the “What Else” event during induction; or call in a Student Services and speak to a member of the team.

Student Services (Advice and Guidance)

The Student Services team are located in the main building at Bishop Burton. The team aim to provide you with the very best service by providing advice and guidance on any issues you may have beyond the classroom. At this ‘one stop shop’ staff are able to answer all queries and any issues stakeholders may have and signpost to other services accordingly.

Student Services offer:

- Attendance recording
- Open Days/Taster Days
- Financial Advice
- Transport Advice
- Accommodation
- Enrolment of students
- General Advice and Guidance
- Careers guidance interviews
- Employability workshops
- Bursary and Financial support workshops

Opening Times

Monday to Thursday: 8.30 am to 5.00 pm; Friday: 8.30am to 4.30 pm

Study Skills Team

The HE study skills team are experienced professionals who are on hand to support you with:

- Time management and organisational skills
- Text-checking
- Practical support in the LRCS
- Campus navigation
- Examination support
- Assignment support

The team offer both face-to-face and remote support sessions. In order to access this support please speak to your course tutor in the first instance.

Substance Misuse

1) Introduction

1.1. It is our intention to ensure that any suspected misuse of substances, as defined in the College's Code of Conduct, is dealt with promptly and effectively and, where necessary, reported to ensure compliance with the law.

2) Responsibilities

2.1. All staff are responsible for reporting any suspected incidents of substance abuse, as defined in the College's Code of Conduct.

2.2. All staff are responsible for ensuring their own behaviour complies with the law and the Code of Conduct whilst they are on College premises.

2.3. The Assistant Principal or designated nominee has responsibility for dealing with all reported incidents of suspected misuse of substances within the student body.

2.4. The HR Director is responsible for ensuring that all staff are aware of the College's Substance Misuse Policy and Code of Conduct.

2.5. The Assistant Principal is responsible for ensuring that all students are aware of the College's Code of Conduct.

3) Code of Conduct

3.1. For full details of the College Policy on Substance Misuse please read:

3.2. The Substance Misuse Policy, available to staff via the intranet. Also available to students through an appropriate member of staff.

4) Method

4.1. The HR Director will, during staff induction days, ensure that all new staff are aware of the College's Substance Misuse Policy and the College Code of Conduct, a copy of which will be in the Staff Handbook. Staff induction days shall be held at least termly

4.2. The Assistant Principal will ensure that all students receive the College Code of Conduct and information at induction and during tutorials.

4.3. The College has a zero tolerance towards drugs; anyone found associated with them will, in all probability, be suspended pending investigation. If residential the student may forfeit their College accommodation and if found in the presence of drugs will be reported to the Police who may pursue their own enquiries.

4.4. If a member of staff becomes aware of possible substance abuse by a student or students, he/she should report the matter immediately to the Duty Manager

4.5. The Assistant Principal will direct the required disciplinary actions. As gross misconduct, this situation can bypass first 2 stages of the disciplinary process and go to the 3rd, final stage which is always conducted by College Executive. Disciplinary action for students will be carried out in accordance with the HE College Charter (CQD9).

4.6. If the person suspected of substance abuse appears to require medical attention the manager to whom the incident has been reported will seek the advice of a designated first aider who will then take appropriate action.

4.7. If any member of staff takes possession of a suspected illegal substance it should be passed immediately to the Duty Manager who will report the matter and ensure that the police are informed of the situation. It should be noted that actual possession of an illegal substance constitutes Gross Misconduct and shall be dealt with accordingly.

4.8. If a member of staff becomes aware of possible substance abuse by another member of staff, he/she must report the matter to the HR Director

4.9. The person to whom the incident has been reported, Course Manager; Head Warden; Academic Directors or Assistant Principal, Campus and Residential Services, will decide what initial action should be taken. This may range from interview of the person(s) involved and informal verbal warnings to referral to the Assistant Principal, Campus and Residential Services for disciplinary action. Whatever action is taken the details must be recorded and, after consultation with the Principal, placed on the appropriate student or staff file.

4.10. Disciplinary action for staff will be carried out in accordance with the disciplinary procedures contained in the Staff Handbook.

4.11. Records of incidents involving students will be kept on the individual students file for a minimum of five years.

4.12. All records relating to incidents involving a member of staff will be kept on his/her personal file for a minimum of five years after cessation of employment with the College.

4.13. The College will engage the Police or other services throughout the year in order to control and manage any suspected, reported or actual indications of substance misuse.

Transport

Those students bringing cars, motorbikes or mopeds on site will need to make contact with Student Services during induction and register their vehicle/s to receive a parking permit. Everyone bringing a vehicle on site is required to read and comply with the car parking and clamping regulations and permanently display the relevant vehicle permit.

Anyone not doing so could jeopardise their access and parking privileges. Registering your vehicle will also ensure access via the College barrier system.