# Academic Welfare Policy 2025

## 1. Student Welfare Policy

### 1.1 Purpose

The institution is committed to ensuring the well-being of all students, both under 18 and over 18, by fostering a supportive and responsive academic environment.

### 1.2 Responsibilities

#### Teachers

- Be attentive to changes in students' behaviour, engagement, or attendance.
- Raise any welfare concerns promptly by reporting to the Academic Office.
- Check in on students regularly during tutorials and provide appropriate support.

#### Academic Office

- Identify and act upon student welfare concerns raised by teachers, staff, or students themselves.
- Offer support through welfare meetings, referrals, and action plans where necessary.
- Ensure follow-up actions are taken, even after issues appear to be resolved.
- Maintain written records of all welfare concerns, meetings, and actions taken on **Asana** (open a task and update progress accordingly).
- Gather student feedback to improve welfare processes and interventions.

### 1.3 Welfare Process

1. **Recognising Issues** – Teachers and staff identify and report concerns (attendance, behaviour, academic performance, well-being).
2. **Intervention** – Academic Office organises welfare meetings, agrees on action plans, and ensures appropriate support.
3. **Action & Monitoring** – Follow up with students, track progress, and make necessary adjustments.
4. **Resolution & Follow-up** – Ensure issues are resolved and maintain periodic check-ins where necessary.

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# 2. Teacher Welfare Policy

## 2.1 Purpose

The institution recognises that the well-being of its teaching staff is fundamental to a healthy working environment and high-quality education. This policy ensures that academic management actively supports teachers' welfare.

## 2.2 Responsibilities

### Academic Management

- Regularly check in with teachers during meetings and individual discussions.
- Observe changes in behaviour, engagement, or performance that may indicate well-being concerns.
- Offer support, including welfare meetings, structured action plans, and referrals where appropriate.
- Ensure that any welfare issues are monitored over time, even after initial resolution.
- Maintain written records of all concerns, actions, and follow-ups on **Asana**.

## 2.3 Welfare Process

1. **Identifying Concerns** – Academic management notices changes in behaviour, attendance, or performance.
2. **Support & Meetings** – Arrange check-ins and provide structured support where needed.
3. **Action & Monitoring** – Implement action plans, provide ongoing support, and document progress.
4. **Follow-up & Resolution** – Ensure the teacher feels supported and maintain open communication.

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## 3. Confidentiality & Record-Keeping

- All welfare concerns, meetings, and actions must be documented on **Asana** to ensure transparency and accountability.
- Confidentiality must be maintained, with sensitive information shared only with those who need to know.

This policy ensures a proactive, structured, and supportive approach to both student and teacher welfare. Let me know if you'd like to add anything!