

## CAUSE FOR CONCERN PROCEDURE



### 1. Introduction

- 1.1. The purpose of the Cause for Concern Procedure is to provide all Institute staff with simple and clear guidance on what to do should they be concerned about a student. The Cause for Concern Procedure should be followed for concerns such as health, wellbeing, conduct, safety or vulnerability which can affect a student's academic engagement. Concerns relating to academic engagement, such as, achievement, attendance, falling grades or academic misconduct should be referred to existing policies and procedures. This procedure seeks to provide some good practice guidance for staff in dealing with incidents and scenarios which may be deemed to be of significant concern.
- 1.2. The Institute has a legal duty to provide a safe environment and to minimise the exposure of staff and students to acts of violence and terrorism. A key element of the Prevent strategy is to encourage institutions and sectors, including higher education (HE), to address risks of radicalisation. The Counter-Terrorism and Security Act 2015 (the Act) introduced a package of measures aimed at countering the risk of terrorism and radicalisation and to have 'due regard to the need to prevent people from being drawn into terrorism'. The Cause for Concern Procedure provides a route of raising a Prevent related concern.

### 2. Procedure

- 2.1. The Cause for Concern Procedure comprises three stages as outlined on the accompanying flowchart, and acts as an over-arching procedure directing staff, following referral, to the most appropriate Institute policy or procedure, namely:
  - 2.1.1. Fitness to Study Policy
  - 2.1.2. Fitness for Practice Policy
  - 2.1.3. Conduct and Discipline Policy
  - 2.1.4. Safeguarding Policy

### 3. Stage 1 - Identification of a concern

- 3.1. A member of staff identifies a concern due to the actions or behaviour of a student; depending upon the nature of the concern (health, wellbeing, conduct, safety or vulnerability) referral should be made as described in stage 2 of the procedure.
- 3.2. If situation is deemed to be an emergency, staff should contact: Security on ext16200; First Aid on ext16200 or external Emergency Services by dialling 999.
- 3.3. If a member of staff is unsure whom to contact to raise a concern they should contact reception on ext201 and ask to speak to the Duty Safeguarding Officer.

#### 4. Stage 2 – Referral, Information Gathering and Decision

4.1. If the concern relates to **health or wellbeing** the staff member should contact one of the following for advice:

**Programme Director of Studies**

4.2. The named officer will gather information, brief senior Faculty/service staff and take the decision to proceed to stage 3 and to follow either the:

- Fitness to Study Policy;
- Fitness for Practice Policy;
- Conduct and Discipline Procedure;
- Or decide that no further action is required.

4.3. If the concern relates to **non-academic misconduct** the staff member should contact one of the following for advice:

Named Officer	Job Title	E-mail
Diane Hodgson	Gestalt Psychotherapy Director of Studies	<a href="mailto:diane.hodgson@metanoia.ac.uk">diane.hodgson@metanoia.ac.uk</a>
Maya Mukamel	Integrative Psychotherapy Director of Studies	<a href="mailto:Maya.mukamel@metanoia.ac.uk">Maya.mukamel@metanoia.ac.uk</a>
Sheila Haugh	PCA Psychotherapy Director of Studies	<a href="mailto:Sheila.haugh@metanoia.ac.uk">Sheila.haugh@metanoia.ac.uk</a>
Nikki Millard	TA Psychotherapy Director of Studies	<a href="mailto:Nikki.millard@metanoia.ac.uk">Nikki.millard@metanoia.ac.uk</a>
Cathy Lasher	Humanistic Psychotherapy Director of Studies	<a href="mailto:Cathy.lasher@metanoia.ac.uk">Cathy.lasher@metanoia.ac.uk</a>
Nicola Blunden	Person-Centred Pluralistic Counselling	<a href="mailto:Nicola.blunden@metanoia.ac.uk">Nicola.blunden@metanoia.ac.uk</a>
Anna Pester	Humanistic Counselling	<a href="mailto:Anna.pester@metanoia.ac.uk">Anna.pester@metanoia.ac.uk</a>

4.4. The named officer will investigate the incident which led to the concern, brief senior Faculty/service staff and take the decision to proceed to stage 3 and to follow either the:

- Conduct and Discipline Procedure;
- Fitness to Study Policy;
- Fitness for Practice Policy;
- Or decide that no further action is required.

4.5. If the concern relates to **safeguarding** the staff member should contact one of the following safeguarding officer for advice:

Named Officer	Job Title	Extension	E-mail
Lia Foa	Safe Guarding Officer		<a href="mailto:lia.foa@metanoia.ac.uk">lia.foa@metanoia.ac.uk</a>

- 4.6. The named officer will make an assessment, brief senior Faculty/service staff and take the decision to proceed to stage 3, Safeguarding Policy, or take no further action.
- 4.7. If the concern relates to the **Prevent Duty** the staff member should contact one of the following safeguarding officers for advice:

Named Officer	Job Title	Extension	E-mail
Lia Foa	Safe Guarding Officer		lia.foa@metanoia .ac.uk

- 4.8. The named officer will gather information prior to external referral at stage 3 through the Safeguarding Policy.

### 5. Stage 3 – Follow Institute Policy or Procedure

- 5.1. If the concern relates to health, wellbeing or non-academic misconduct then stage 3 of the cause for concern procedure is the Fitness to Study Policy, the Fitness for Practice Policy or the Conduct and Discipline Procedure as determined at stage 2.
- 5.2. If the concern relates to safeguarding, the Safeguarding Policy may be followed which may lead to external referral to:
- MASH - Multi-Agency Safeguarding Hub (single point of contact to raise safeguarding concerns);
  - (LA)DO - (Local Authority) Designated Officer (responsible officer for managing and overseeing concerns);
  - MAPPA - Multi-Agency Public Protection Arrangements (violent or sexual offenders);
  - MARAC - Multi-Agency Risk Assessment Conference (domestic violence and abuse).
- 5.3. If the concern relates to Prevent, the Safeguarding Policy will require external referral to either: the Local Authority Prevent Coordinator; or the Department of Business, innovation and Skills FE/HE Prevent Coordinator for London who will decide whether or not to forward the concern to Prevent Case Management and inform the Metropolitan Police Counter Terrorism Command. Following investigation, the Channel process may be invoked with the resultant assessment of risk and development of support plans.
- 5.4. Each Institute Policy has an appeal option and a return to study option.

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Appendix: Fitness to Study Flowchart

