



# HALESOWEN COLLEGE

## STUDENT GUIDE

2020 - 2021



**LEARN**



**SUCCEED**



**FLOURISH**

# WELCOME

At Halesowen College we aim to provide the very best education for each and every one of our students. You will be given every opportunity to excel and succeed, supported by our well qualified and highly professional teachers and support staff. The majority of our students progress to higher level courses, including university studies, and then into employment.

We have received excellent feedback from Ofsted and, for university level courses, the Quality Assurance Agency for Higher Education. Our students report very high levels of satisfaction with their learning and the College, and our achievement rates are amongst the best further education colleges in the country.

Congratulations on securing a place on one of our courses. Please ensure that you continue to work hard and that you treat staff and your fellow students with respect at all times.

I sincerely hope you enjoy your time at Halesowen College and, if you have any questions, please talk to your teachers, personal coach or any other member of staff who will be happy to help.



**Joanne Williams**  
**Interim Principal**

## OUR VALUES...

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are to ensure you achieve your **highest levels of success**  
and we are committed to **supporting you** throughout your  
student journey



**LEARN**



**SUCCEED**



**FLOURISH**

## GETTING STARTED - ID BADGES

### YOU SHOULD WEAR YOUR STUDENT ID CARD AT ALL TIMES WHEN YOU ARE AT COLLEGE

- As part of our 'Ready, Respect, Safe' initiative all staff, students and visitors are required to wear ID badges at all times when they are at College. This is to ensure that only authorised people are on College sites.
- When you enrol on a College course you will be given an ID badge with your student number and photograph on it. You will need this card to access the College site, College coaches computers, LRCs and other facilities at the College.
- You will also be given a lanyard so your ID is easy to wear, can be seen and won't get lost.
- We carry out random checks and if you do not have your ID card you will be expected to purchase a replacement card at a cost of £3.00 from Student Services.
- Temporary visitors to the College will be issued with a Visitor badge.

## GETTING STARTED - USEFUL CONTACT NUMBERS

### RECEPTION

Whittingham Road	0121 602 7777
Shenstone House	0121 602 8025
Coombs Wood	0121 602 7770
Student Services	0121 602 7688
Careers & HE	0121 602 7726
Counselling	0121 602 7674
Exams	0121 602 7787
Prospect Coaches	01384 895436



# COLLEGE EXPECTATIONS

## AS A STUDENT AT HALESOWEN COLLEGE, YOU AGREE TO:

- Promote and uphold College values, respect the rights of others and demonstrate a positive attitude towards learning and work, being ready to **Ready to Learn, Respectful to All and Act Safely**
- Treat everyone with equal value and behave towards other people with responsibility, sensitivity, courtesy and compassion
- Wear your ID card at all times while at College and show it if asked by any member of staff
- Arrive to all lessons on time and be ready and prepared to learn
- Attend all English and mathematics lessons promptly and work with us to ensure that you receive the correct support
- Seek help when you need it and take up the support offered
- Complete work to the best of your ability and hand in assessed work by stated deadlines
- Behave in a considerate manner when using College buses and make sure that you show your ID card to the driver
- Actively engage with any work experience opportunity provided within your course
- Comply with the College Acceptable Use Policy when using any of the College IT systems and use digital devices responsibly
- Keep our College tidy and have respect for College property, buildings and facilities
- Be aware of and follow health and safety procedures and fire precautions at all times and report any unsafe behaviour
- Take responsibility for the safekeeping of your own belongings
- Wear clothes that are appropriate to a learning and working environment and observe any dress code applicable in your subject area
- Be aware of the Student Code of Conduct and 'Ready, Respect, Safe' approach

## WE WILL NOT TOLERATE:

- Smoking on any of the sites – this includes e-cigarettes and vaping - unless in the designated smoking shelters
- Behaving in a noisy or unruly manner
- Swearing, spitting and dropping litter
- Any form of physical, emotional, sexual or verbal threat of violence
- Possession of illegal drugs or any association with their use or sale or being under the influence
- Possession and / or consumption of alcohol on College premises or being under the influence of alcohol
- Any criminal or illegal activity
- Possessing, accessing or sharing of extremist materials
- Bullying or Cyberbullying

Further information about Student Code of Conduct and Disciplinary procedures can be found at [www.halesowen.ac.uk/about/guides-and-policies](http://www.halesowen.ac.uk/about/guides-and-policies)





# STUDENT CHARTER

Halesowen College aims to provide education and training of the highest standard. The College sees itself as a community and expects all its members to adopt our 'Ready, Respect, Safe' approach to learning.

## BEFORE YOUR COURSE WE WILL:

- Respond to your application within 5 working days.
- Give clear advice and guidance in order to match your qualifications and interests with an appropriate programme of study.
- Provide details of financial support schemes and information on costs
- Provide an efficient enrolment process confirming your start date.
- Provide all adult and part time students with on-going review and guidance as part of the course they are studying.
- Give you regular opportunities to express your views about your programme of study and the College and to be represented as a member of the student body.
- Respond to formal written complaints within 3 working days.
- Create and maintain an environment which is clean, pleasant and safe for learning.

## DURING YOUR PROGRAMME OF STUDY WE WILL:

- Provide full time students with an induction programme which will help you to settle into College life quickly and undertake an initial assessment to identify any support needs to maximise your potential.
- Provide a detailed induction for all adult and part time students that is specific to the requirements of the chosen course.
- Provide a programme which is planned and organised to meet your learning needs.
- Provide information on the specifications of each course and the methods of assessment.
- Deliver a programme that ensures learning is effective and that maximises your potential.
- Provide all full time students with a tutorial lesson at least once a week with their Personal Coach.
- Support you academically and personally to help you complete your programme of studies.
- Provide access to resources that enable you to complete your studies.
- Return your work with informed feedback within 10 working days when submitted on time.
- Provide all full time students with information about their performance and guidance on further improvement by reviewing their performance at least 3 times per academic year.

## AFTER YOUR PROGRAMME OF STUDY WE WILL:

- Provide access to careers advice and resources, including guidance on application for further education, higher education and employment.
- Supply references in relation to employment, training or education
- Provide a UCAS reference for you within 15 working days once you have fully completed your UCAS application



**BRAND NEW STUDENT HUB...**

# Student Conduct Policy

## 1. POLICY STATEMENT

1.1 - Halesowen College is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

### 1.2 - Aim of the Policy

To promote a culture of excellent behaviour and positive respectful relationships

To help learners be ready to learn and progress

To help learners take control over their behaviour and be responsible for the consequences of it.

### 1.3 - Objectives of the Policy

To provide simple, practical procedures for staff and learners that:

- Positively reinforce excellent conduct
- Promote self-discipline and self-esteem
- Teach appropriate behaviour through positive interventions
- Clearly map the consequences of poor conduct

## 2. RESPONSIBILITIES AND OBLIGATIONS

2.1 - At Halesowen College the expectation is that everyone is Ready, Respectful and Safe in all contexts.

2.2 - The following are examples of being Ready:

- arrive on time
- bring appropriate equipment
- dress appropriately

2.3 - The following are examples of being Respectful:

- attend every session
- allow others to work or study without disruption
- focus on the lesson activities
- look after the facilities, equipment and environment
- be polite

2.4 - The following are examples of being Safe:

- wear corporate ID badges so that they can be seen
- be in the right place at the right time
- follow Departmental health and safety guidelines
- avoiding comments and behaviour which might upset or offend others

2.5 Positive and productive relationships are central to excellent behaviour management. Halesowen College recognises learners who go 'over and above' expectations. Excellent conduct is valued, appreciated and recognised in a variety of ways including:

- classroom recognition
- 'well done' postcards/phone calls/texts
- departmental commendations
- departmental rewards
- departmental awards
- faculty awards
- college awards
- external awards

## 3. PROCEDURE/COMPLIANCE OBLIGATIONS

### 3.1 - Response to Poor Conduct Procedure

Students are held responsible for their behaviour. Staff should deal with poor conduct without delegating either the task or the accountability. The person best placed to manage the behaviour of a student is the class teacher or the member of staff who was there at the time. All staff are expected to follow up poor conduct relentlessly and personally.

When students decide not to be Ready, Respectful or Safe, staff should use their professional judgement alongside the following steps. The steps help to give direction; they do not contain the solution. For the vast majority of students a gentle reminder or nudge in the right direction is all that is needed. Praise the behaviour you want to see. Staff should always implement the following steps calmly and with care and learners must be given 'take up time' between each step.

### 3.2 - Step One: The Reminder

A reminder of the expectations for learners to be Ready, Respectful and Safe is delivered privately to the learner. The member of staff makes the student aware of their behaviour. The student has a choice to do the right thing.

### 3.3 - Step Two: The Caution

A clear verbal caution delivered privately to the student making them aware of their behaviour and clearly outlining the consequences if they continue. The student has a choice to do the right thing. Students will be reminded of their previous good conduct to prove that they can make better decisions.

### 3.4 - Step Three: Last Chance

A scripted approach at this stage is encouraged and includes:

- a gentle approach which is non-threatening (side on, eye level or lower)
- State the behaviour that was observed and which rule it contravenes (Ready, Respectful or Safe)
- tell the student that they will need to remain for a short discussion after class
- refer to previous excellent conduct/learning as a model for the desired behaviour
- walk away from the student; allow the student time to decide what to do next
- if there are comments as you walk away write them down and follow up later

### 3.5 - Step Four: The Time-out

- the student is asked to speak to the member of staff away from others
- boundaries are reset
- the student is asked to reflect on their next step and is reminded of an example of their previous excellent conduct/attitude/effort
- the learner is given a final opportunity to re-engage with the learning/follow instructions

If the Step Four is unsuccessful, or if a learner refuses to take a time out, then the learner will be asked to leave the room.

Students who reach Step Four will be expected to attend a Restorative Meeting with the teacher at a mutually agreed time. Students may also request a Restorative Meeting with the teacher if they feel they have been unfairly treated.

### 3.6 - Step Five: Restorative Meeting

The aims of Restorative Meetings are:

- to restore relationships
- to encourage students to take responsibility for their own conduct
- to reinforce the College's high expectations that everyone is Ready, Respectful and Safe
- to enable any underlying issues to be raised and addressed

Restorative meetings are structured as follows:

- what's happened?
- how do you feel about it now?
- who has been affected by what happened and how?
- what have each party thought since?
- what behaviours will each party show next time?
- reaffirm the commitment to building a trusting relationship.

Some issues will be resolved very quickly by a short restorative meeting if the incident was relatively minor, for example at the end of the lesson concerned, or at break/ lunch. Most issues can be avoided by de-escalating disruptive behaviour and a commitment to resolving conflict swiftly. Some may require a longer discussion.

The member of staff concerned should inform the learner of when and where the restorative meeting will take place. It is the student's responsibility to attend and engage fully. No written record of this meeting is required. This is not 'part of a process' but rather a genuine opportunity to reach an accord with learners and agree a way forward.

If a student chooses to ignore these early interventions, will not attend meetings or is not prepared to engage in the meeting then please speak to your line manager who will provide support and if necessary, the Personal Coach will be asked to invoke Stage 1 of the Student Disciplinary Procedure.

### 3.7 - Response to Serious Misconduct Procedure

The following lists some examples considered to be serious misconduct, but is not comprehensive or exclusive:

- conduct of a violent or potentially violent nature, either in person or online
- being intoxicated on College premises
- supplying intoxicating substances
- being in possession of an offensive weapon
- verbal or physical abuse of another (including bullying or intimidation)
- transgressing the rights of another as defined in the Equality and Diversity Policy
- theft or any other criminal offence involving the College, or impacting on staff or students of the College
- abuse of College property
- any actions deemed to be unreasonable behaviour endangering the physical or mental well-being of staff or students.

Where it is alleged that serious misconduct has taken place the matter should be referred to the Assistant Principal, as it is likely that Stage 3 of the Student Disciplinary Procedure will need to be invoked.

### 3.8 - Responsibilities and Obligations

Teachers

- arrive on time to sessions
- meet and greet learners at the door of the teaching rooms
- model positive behaviours
- consistently promote and support everyone to be Ready, Respectful and Safe
- consistently follow the five step response to poor conduct procedure where students are not Ready, Respectful or Safe
- follow up every time, retain ownership and engage in reflective dialogue with students

Support Staff

- model positive behaviours
- consistently promote and support everyone to be Ready, Respectful and Safe
- consistently follow the five step response to poor conduct procedure where students are not Ready, Respectful or Safe
- follow up every time, retain ownership and engage in reflective dialogue with students

Departmental Managers

- meet and greet learners at the beginning of the day
- model positive behaviours
- be a visible presence around corridors/classrooms to promote and support everyone to be Ready, Respectful and Safe
- support staff during Restorative Meetings, when necessary
- encourage staff to recognise positive conduct
- share good practice
- celebrate students that go above and beyond expectations

The College Leadership Team

- meet and greet learners at the beginning of the day, whenever possible
- model positive behaviours
- be a visible presence around corridors/classrooms to promote and support everyone to be Ready, Respectful and Safe
- celebrate students and staff that go above and beyond expectations
- support Department Managers to manage persistent, more complex and/or serious misconduct
- use behaviour data to assess conduct, evaluate the impact of this policy and target staff development to ensure everyone is Ready, Respectful and Safe

## 4. COMPLIANCE

### 4.1 - Communication of the Student Conduct Policy

The Student Conduct Policy will be published on the College website and data.halesowen. Staff have been trained on the content of this policy and students will be made aware of the policy during Induction, alongside information about the Student Disciplinary Procedure. In addition the College will continuously reinforce the application of this policy through the training and support provided by Halesowen College Pivotal Instructors to ensure consistency of approach across the whole organisation.

### 4.2 - Quality Assurance and Improvement

The application of the policy will be monitored through learning walks, observations and student forums. The Director of Learner Services will collate and analyse information linked to the policy throughout the year as part of the Pastoral Report to the Corporation.

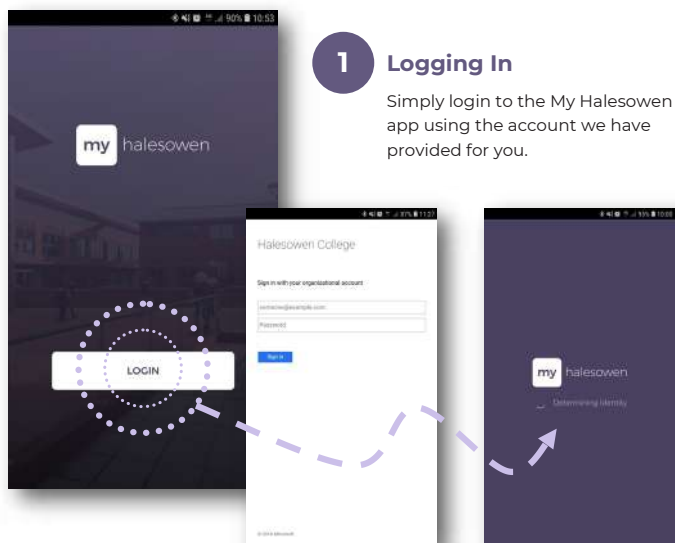
my

Install the **NEW HALESOWEN COLLEGE APP** to access your profile, timetable, course progress and notifications. Search 'MyHalesowen' on all App stores to download.



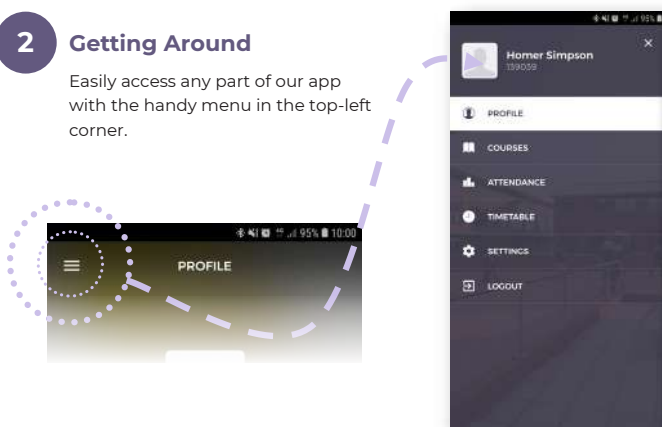
## 1 Logging In

Simply login to the My Halesowen app using the account we have provided for you.



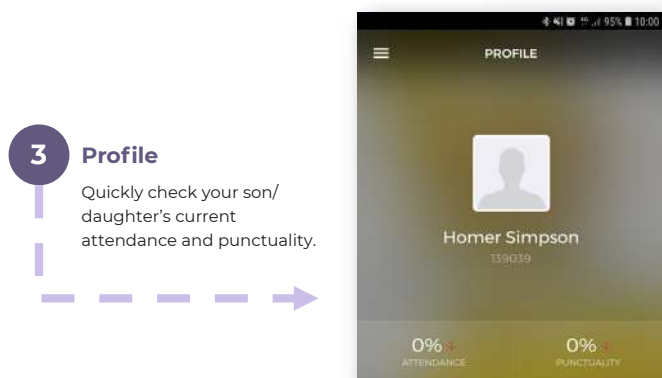
## 2 Getting Around

Easily access any part of our app with the handy menu in the top-left corner.



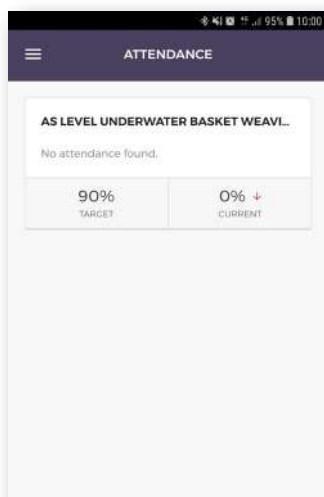
## 3 Profile

Quickly check your son/daughter's current attendance and punctuality.



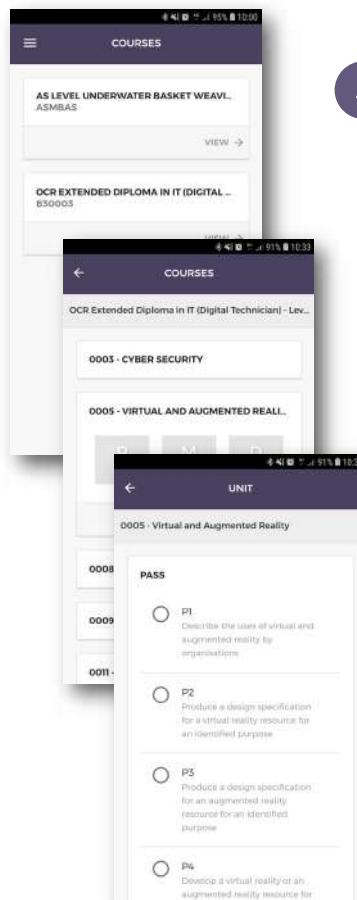
## 4 Attendance

See your son/daughter's attendance for each of your courses and help them stay on track with individual targets.



## 5 Courses

See your son/daughter's progress at a glance with our app. Simply tap on one to see a quick overview.



## 6 Progress

Check your son/daughter's criteria or review points by tapping on either the course or unit that you want to look at.

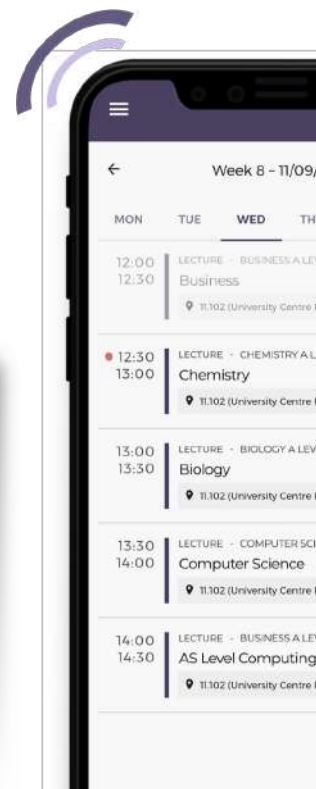
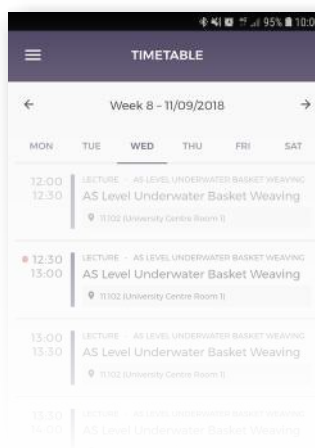
Your son/daughter's progress is updated as soon as their lecturers have submitted their grades on **STARS** so you can keep up to date at all times.

Review point information will be available for A-Level courses and unit criteria breakdowns are available for Vocational courses.

## 7 Timetable

Your son/daughter's timetable is always on hand, simply tap Timetable in the menu to see all of their lectures for the current week.

To help you stay on track, our app will send you a notification if a lecturer marks your son/daughter absent from a lesson.



## ABSENCE

If students are unwell and unable to attend College, they must let us know via the "Report Your Absence" link found in the footer on our website.



# KEY DATES / STUDENT CALENDAR

## SEPTEMBER 2020

**1st:** Welcome and Induction Week – Full Time classes start

**w/c 14th:** University partner programmes, and Part Time classes commence

**w/c 21st:** FS Maths Mock Exam

**w/c 28th:** Assessment Point 1. New Parents' Welcome Evening this week (Virtual)

## OCTOBER 2020

**w/c 5th:** Review Point 1. A2/Voc 2/2 Parents' Evening this week

**16th:** Half Day teaching

**Saturday 17th – Open Event**

**w/c 19th:** HE programmes start (University partner programmes begin w/c 14th)

**20th:** Staff Development (College Closed)

**Monday 26th – Friday 30th – Half Term**

## NOVEMBER 2020

**w/c 2nd:** GCSE Exams

**11th:** Half Day teaching

**Wednesday 11th – Open Evening**

**w/c 16th:** Parents Evening - 1st year A Level & 1st year Childcare (TBC)

**w/c 23rd:** Assessment Point 2

**w/c 30th:** Review Point 2

## DECEMBER 2020

**w/c 14th:** GCSE and Functional Skills Maths Mock Exam

**18th:** Last teaching day

**Wednesday 23rd December – Tuesday 5th January – Closed**

## JANUARY 2021

**6th:** College starts back

**w/c 11th:** GCSE/FS Mock Exams

**12th:** Part Time Enrolment and Advice & Guidance Event

**22nd:** Half Day teaching

**Saturday 23rd – Open Event**

## FEBRUARY 2021

**w/c 1st:** Assessment Point 3. 1 of 1 Voc Parents' Evening (TBC)

**w/c 8th:** Review Point 3. A2 Mocks, GCSE and Functional Skills Maths Mock Exam

**10th:** Staff Development (College Closed)

**Thursday 11th – Advice & Guidance Event**

**Monday 15th – Friday 19th – Half Term**

**w/c 22nd:** 1 of 2 Parents' Evening incl A1

## MARCH 2021

**w/c 8th:** FS Exams

**Wednesday 10th – Advice & Guidance Event**

**w/c 22nd:** GCSE and Functional Skills Maths Mock Exam

**Monday 22nd - Advice and Guidance Event**

## APRIL 2021

**Friday 2nd – Friday 16th – Easter Break**

**19th:** Start of Term

**Tuesday 27th - Advice & Guidance and Open Event**

## MAY 2021

**Monday 3rd - May Day Bank Holiday**

**Wednesday 19th – Advice and Guidance Event**

**Monday 31st May – Friday 4th June – Half Term**

## JUNE 2021

**w/c 7th:** Final Week

**Thursday 17th – Advice & Guidance Event**

**w/c 21st:** A Level Mock Exams

**29th:** Last Teaching Day

## JULY 2021

**Monday 5th – Advice & Guidance Evening and Adult Enrolment**

**Wednesday 7th – INFOFEST**

**19th:** End of Term

**w/c 5th:** Last Higher Education Teaching Week

Please note  
these dates  
may be  
subject to  
change

# CAMPUS MAP

Halesowen College has 3 main sites:

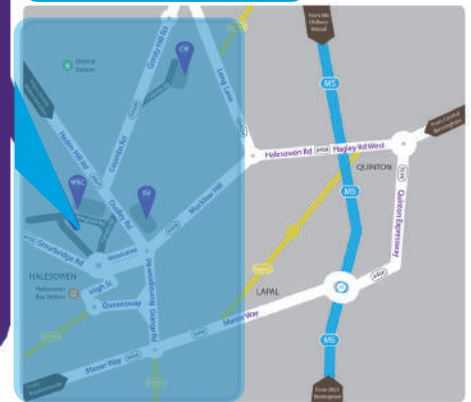
- Whittingham Road Campus
- Shenstone House
- Coombs Wood

The largest site is Whittingham Road and all activities are located in 12 teaching blocks.

You might feel a little overwhelmed at first. Your personal coach will ensure that you are given a tour of the key areas and services and will give you a campus map.



WRC - Whittingham Road Campus  
SH - Shenstone House  
CW - Coombs Wood



## Whittingham Road Campus Nursery@B63





# COLLEGE COACHES

For more detailed bus routes, visit our website [www.halesowen.ac.uk](http://www.halesowen.ac.uk) and search College Bus Service





# HOW WE SUPPORT YOU

## STUDENT HUB

<b>Hub Downstairs</b>	<b>0121 602 7688</b>
<b>Opening Times</b>	<b>8.30am - 5.00pm</b>
<b>Floor 3 Shenstone House</b>	<b>8.30am - 4.30pm</b>

Depending on your circumstances funds are available to help you with equipment, trips or course costs. To find out more contact the Student Hub office or email [studentservices@halesowen.ac.uk](mailto:studentservices@halesowen.ac.uk)

Details of tuition, registration and examination fees, other charges and fee concessions, plus replacement ID card/bus pass are also available from the Student Hub.

## PERSONAL COACH / TUTORIAL

You will have a Personal Coach who will:

- meet with you on a regular basis
- ensure that you receive an induction
- help you to develop an individual learning action plan and to maintain a record of your achievement
- conduct a regular review of your whole programme
- help with your study skills
- help plan progression into employment or further higher education and write a draft reference

Please attend and take part in all tutorial and course sessions.

You will have chance to go into a 100% attendance draw each term for a chance to win £100 voucher.

You will have the chance to consider ways to ensure that your lifestyle is healthy and safe.

## CAREERS & HE CENTRE

<b>Hub Downstairs</b>	<b>0121 602 7626</b>
<b>Opening Times</b>	<b>8.30am - 5.00pm</b>

Staff in the College's Careers (Block 11) & HE Centre (block 3) are available to help you make informed decisions about your future. As well as expert careers advice, qualified staff will guide you through the UCAS process of applying for the most appropriate higher education programme.



## LEARNING SUPPORT

### Block 5 Upstairs (in the Library)

We can provide help with a range of study needs, including dyslexia, punctuation, spelling, structuring essays or Maths. Your Personal Coach can tell you more.

Support for Students with Learning Difficulties and/or Disabilities

We support students with learning difficulties and/or disabilities in or out of class for a variety of needs. Learning Support staff based in Block 5 on the Whittingham Road Campus will offer advice and guidance.

## COLLEGE COUNSELLORS

<b>Hub Upstairs</b>	<b>0121 602 7674</b>
<b>Shenstone House - S3.14</b>	<b>0121 602 7823</b>

The College Counsellors provide a confidential and impartial personal counselling service and can provide advice and information on a number of issues.

The Counsellors can be contacted by phone 0121 602 7674 or by email [counselling@halesowen.ac.uk](mailto:counselling@halesowen.ac.uk). There is also a drop-in service, depending on availability.

Counselling appointments are available at both Whittingham Road and Shenstone House - please check Moodle for booking details or speak to your Personal Coach.

For an appointment outside these times - contact Lynn Broadhurst or Phil McEvoy.

## FINANCIAL

You may be eligible for financial support from a variety of funds. For more details pick up a copy of Student Financial Assistance Guidelines from the Student Hub, Block 11, Whittingham Road or ground floor at Shenstone House.



# PLACES TO EAT, MEET FRIENDS & PRIVATE STUDY

## ELLIOTT'S@B63 & STARBUCKS

### WHITTINGHAM ROAD CAMPUS

#### Elliott's@B63 - Block 8

Monday - Thursday	8.00am - 7.45pm
Friday	8.00am - 4.30pm

#### Starbucks - Block 11

Monday - Thursday	8.00am - 4.30pm
Friday	8.00am - 4.00pm

### SHENSTONE HOUSE

Monday - Thursday	8.00am - 6.00pm
Friday	8.00am - 4.00pm

### COOMBS WOOD

Monday - Friday	11.00am - 1.30pm
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## THE LIBRARY

### BLOCK 5

0121 602 7665

The College's Central Library is located in Block 5. Resources include books, journals, e-books, newspapers, computers, laptops, printing and scanning facilities and a photocopier.

There are group study areas and an independent study room.

To borrow items you must show your Student ID Card.

### OPENING TIMES

#### Term Time

Monday - Thursday	8.15am - 6.30pm
Friday	8.15am - 4.30pm

#### Holidays (when College is open)

Monday - Friday	8.30am - 4.30pm
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## COLLEGE GYM

The gym is located in block 6 and is free for students to use (subject to availability).

For a gym induction or consultation, email [dholt@halesowen.ac.uk](mailto:dholt@halesowen.ac.uk)

## Bistro@B63

The Bistro is open for lunch to the public between 10am - 2pm, Tuesday to Friday and also offers special event nights and dinners throughout the year.

For more information or to make a reservation call 0121 602 7716 or email [restaurant@halesowen.ac.uk](mailto:restaurant@halesowen.ac.uk).

## COLLEGE SALON - AMETHYST

The Training Salon provides an all year round professional service from graduate hair style and therapists.

### Opening Times

Thursday	1.30pm - 8.00pm
Friday & Saturday	9.00am - 4.00pm

For more details or to book an appointment call 0121 602 7694.



# STAYING SAFE

## SAFEGUARDING

The College takes its responsibilities for safeguarding very seriously and is committed to working with local Safeguarding Children Boards, (which include the Police and Local Authority Children's Social Care) and complying with their procedures.

We take the safeguarding of your child seriously and all members of staff are responsible for ensuring that all learners are safeguarded.

You will be able to access the college's safeguarding policy and behaviour policy via our web site.

In September 2019 we are introducing a site that can be accessed by parents and students called SAFESPACE – you will be able to access information on a wide range of issues that your child / children may face – we recognise that supporting children can, at times be challenging, particularly during the teenage years.

You will also be able to access the safeguarding team via email on the 'contact us' button – please let us know if you have any concerns or feel that you need some support with a particular issue. We will always follow our safeguarding policy and the rules regarding confidentiality – we may have to share information with external agencies.

We monitor all computer activity through eSafe, an online monitoring service. We are informed of any concerning activity that takes place as the system monitors every key stroke and search activity. When inappropriate / concerning activity is detected we will contact you to make you aware and talk to your young person.

We hope that by working in partnership with you and your young person they will be happy, feel safe and secure at Halesowen College and become a confident and successful young adult.

## Safeguarding Officers



**Lynn Pass**  
Designated  
Safeguarding Lead  
Direct Line 7760  
Room 3.101



**Haroon Bashir**  
Deputy Designated  
Safeguarding Person  
Direct Line 7857  
Room 4.101



**Sue Crowley**  
Deputy Designated  
Safeguarding Person  
Direct Line 7518  
Room 2.210b



**Renate Broomhall**  
Deputy Designated  
Safeguarding Person  
Direct Line 7656  
Room 10.106a



**Jennifer Morrison**  
Deputy Designated  
Safeguarding Person  
Direct Line 7820  
Room S3.15



**Lee Clulow-Smart**  
Deputy Designated  
Safeguarding Person  
Direct Line 7819  
Room S3.15



**Mandy Downing**  
Designated Safeguarding Lead  
Direct Line 7820 Room S3.15

## SMOKING

Smoking on College sites is not allowed. This includes e-cigarettes and vaping, apart from designated smoking shelters.

## PREVENT

In accordance with the Counter Terrorism & Security Act 2015, the College has a responsibility to prevent people from being drawn into extremism of any kind and participates fully in such work.

We raise awareness throughout the College amongst both students and staff through the tutorial programme as well as a range of additional sessions and activities.

If you have any concerns or questions you should contact a member of the Safeguarding team or talk to your Personal Coach.

## HEALTH AND SAFETY

We are committed to helping both staff and students lead a healthy lifestyle and make choices that will ensure a positive outcome for their health and well-being.

The College runs a peer mentoring scheme that gives confidential advice on sexual health and a qualified nurse from Brook visits campus once a week to offer a sexual health service to our students.

The NHS has provided a Stop Smoking Advisor who has held several sessions for both staff and students to support them in their efforts to stop smoking.

As a College we actively promote healthy food choices and all students and staff have the opportunity to access the College gym at various times throughout the week. The Sports department also provide a range of sporting activities for both staff and students to participate in.

## FIRST AID

Lists of First Aiders are located in MegaMunch, entrance foyers and corridors. If you need first aid, go to the nearest listed person or ask a member of staff to contact

## FIRE DRILLS AND SAFETY

If the fire alarm sounds continuously, proceed immediately to the fire evacuation assembly point. Fire instruction notices are displayed in practical teaching areas, such as laboratories and art rooms, and by the entry/exit doors to each block. Familiarise yourself with the fire exits. Your Personal Coach will explain fire procedures to you.

**Causing intentional damage or misusing any health and safety equipment may lead to prosecution for criminal damage.**

**If you discover a fire:**

- raise the alarm immediately by breaking the nearest break-glass
- inform a member of staff
- get out of the building and go to the assembly point
- do not take risks

## CYBER SECURITY

Like other forms of bullying, cyberbullying can seriously impact on the health, well-being, and self-confidence of those targeted. It is bullying using text messages/phone calls, picture/video clips on phones, instant messenger, email, chatrooms, web sites/blogs.

Anyone can become the target of cyberbullying. We take bullying seriously and always encourage students who are being targeted in this way to tell someone. We can then deal with incidents quickly and effectively as this is key to minimising harm in potentially highly stressful situations.

## BULLYING

Intimidating, taunting, the use of or threat of violence to any person, endangering the health and safety of others, criminal activity, or bringing the College into disrepute are examples of behaviour that will be treated by the College as gross misconduct and therefore likely to lead to suspension and/or expulsion.



# HOW DO WE PROMOTE BRITISH VALUES AT HALESOWEN COLLEGE

## MUTUAL RESPECT & TOLERANCE

Induction Activities  
Student Handbook  
Tutorial Theme Weeks  
Equality & Diversity Activities  
Anti-Bullying Week  
Mental Health Awareness  
Student Ambassadors  
Autism Awareness  
LGBT Group  
Respect Campaign  
Prevent Training  
Safeguarding

## THE RULE OF LAW

Learning Agreement / Enrolment Form  
Student Handbook  
College Code of Conduct  
Assignment Deadlines  
Assessment Policy  
Health & Safety

## INDIVIDUAL LIBERTY

Learner Voice  
Quiet Room Counselling  
Choice of Study Programme  
Choice of Progression Routes  
Differentiated Learning Styles

## DEMOCRACY

Student Representatives  
Student Union  
Student Board Meetings  
Principal's Question Time  
Student Ambassadors  
Learner Voice  
Initial & End of Year Student Surveys  
Student Focus Groups  
Student Buzz



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