

## CCOAS Wellbeing Policy

At CCOAS students are supported throughout the course ensuring their wellbeing is not put at any risk. If there is a concern this is handled in an appropriate and sensitive matter.

During the induction day students are advised of the following to help provide them with support and “go to” places for their wellbeing:

- Appointed Mental Health First Aider (for both students and staff)
- Vet life posters at College with 24/7 helpline number
- Introduction to tutors including contact details
- Register at each College day
- Fitness to practise handbook provided
- Student handbook with references to:
  - Attendance to College and practice including communication. If students do not communicate with CCOAS about not attending, the administrator will make contact via the phone and email within 1 hour of the start time. If concerns grow, the student’s next of kin is contacted.
  - Tutorials providing a 1:1 opportunity to discuss any concerns or additional support. These are scheduled every half term; however, students or tutors can request to complete these more regularly as necessary
  - Regular Hot Topic sessions where well-being issues are discussed as well as safeguarding and Equality, Diversity and Inclusion
  - Additional learning support can be arranged with a referral to external agencies
  - Termly reports to practices and students; also to parents of students under 18
  - Termly student feedback questionnaires and biannual student meetings as a way of identifying and clarifying any areas for improvement
  - Parents/guardians will be contacted if there are any concerns where the student is under 18. If they are over 18 we will only contact them if authorised to do so by the student.
  - Comprehensive range of policies and procedures, including Safeguarding and Equality and Diversity policies are disseminated and accessible to all students. They agree to adhere to them to ensure a positive and safe learning environment.
- Students’ learning and progression is regularly monitored through formative and summative assessments, e.g. exams and assignments. If concerns with progression are identified, the student, practice and College will liaise to address and resolve those concerns
- Practices are welcome to contact CCOAS for any guidance regarding to student’s wellbeing. If a student is employed, the practice must follow their employment policies and procedures whilst still being supported by the college. If concerns continue, the RCVS should be contacted to seek further advice and guidance. The RCVS provides help through the Vet Life channel, as well as supporting mental health through Mind Matters.
- Guidance during revision sessions is provided to assist with exam stress and anxiety

Tutors who carry out tutorials are supported by Senior Tutors and Head of Learning and any concerns identified are followed through by the Safeguarding team. They can refer minor concerns, e.g. exam anxiety to Senior Tutors to assist if they do not feel competent handling them; some cases of concern will be directed to the Safeguarding team who will liaise with the MHFA.

All information relating to a serious wellbeing concern must be reported to the Safeguarding team as per college protocol. This information will be kept strictly confidential on a need-to-know basis.

CPD organised by the Safeguarding team and the Mental Health First Aider (MHFA) in student wellbeing and safeguarding should be completed to ensure sensitive cases are handled in an appropriate manner.

At CCOAS we follow the “every student matters” government initiative, which is aimed at every young person up to the age of 18. The College is committed to meeting the aims of this initiative, which are:

- Staying healthy
- Being safe
- Enjoying learning and achieving
- Making a positive contribution
- Achieving economic well-being

|               |                                                                                                  |             |                                 |
|---------------|--------------------------------------------------------------------------------------------------|-------------|---------------------------------|
| Authorised by | Sol Indurain  | Role        | Head of Quality and Improvement |
| Date/version  | December 2025                                                                                    | Review date | December 2028                   |