

CLL Well-being and Professionalism Group

Introduction

The Wellbeing and Professionalism Group (hereafter referred to as the 'Group') acts as the low-level professionalism committee to provide support in helping to prevent health and conduct issues becoming more serious and a greater cause for concern. Its role is to consider in the first instance, and continue to review as required, all conditional offer holders' self-declared and registered students' referred or self-referred health, welfare or conduct concerns. The Group will determine conditional offer holders and students' insight, consider additional support mechanisms and any subsequent reasonable adjustments, as required for each case. Where it is determined that the threshold for referral of the student to the University Fitness to Practise Committee (hereafter referred to as the 'Committee') may have been reached, the Group will refer the matter to the Committee.

The Group will also provide appropriate support relating to staff well-being, welfare and health in line with University policy in relation to HR, safeguarding and Prevent.

Any recommendations of the Group will comply with Regulation 34

Terms of Reference

The CLL Well-being and Professionalism Group will have oversight for the well-being and professionalism of its staff and students.

1. Purpose

- To consider matters pertaining to staff, student and apprentices' well-being, safeguarding, and issues related to admissions and fitness to practice
- To act as the low-level professionalism committee to provide support in helping to prevent issues of behaviour or health becoming more serious and a greater cause for concern;
- To consider in the first instance, and continue to review as required, all conditional offer holders' self-declared and registered students' referred or self-referred health, welfare or conduct concerns;
- To determine student and/or staff insight, consider additional support mechanisms and any subsequent reasonable adjustments, as required for each case;
- To refer cases to other University Officers or Committees, where appropriate;
- To appoint an Investigating Officer, where appropriate;
- To sign off cases as no further action and make recommendations as appropriate, where it is determined that the threshold for referral of the student to the University Fitness to Practise Committee has not been reached;
- To refer cases to the University Fitness to Practise Committee where it is determined that the threshold for referral of the student to the Committee has been reached.

2. Membership

- Head of Department (Chair)
- Director of Academic Studies
- Director of Student Experience and Progression
- Course Director – Social Work
- Course Director - Widening Participation programmes
- Course Director- Counselling and Psychotherapy

3. Quorum

- Chair and at least two members.

4. Frequency

The Group shall normally meet once a month (meetings will be cancelled if there is no business). There may be the need to have further meetings dependent upon the cases.

5. Reporting Structure

Actions and recommendations may be directed to other services, committees or panels at the discretion of the Chair.

6. Records

The Group meetings will have a reserved agenda and minutes due to the sensitive and confidential nature of the discussions.

7. Secretariat

Secretariat will be provided within the Group and who will receive agenda items, and will be responsible for the administration of Wellbeing and Professionalism Group process.

8. Referral procedure to the Group

Where a fitness to practise concern has been raised (including a self-referral by the student) the following process will be implemented:

- Where appropriate, the Personal Tutor will discuss the concern with the student and identify whether any immediate steps can be taken to support the student dependant on the specific situation.
- The Personal Tutor will discuss with the Course Director whether referral to the Group is recommended and/or if further reports – medical, placement, supervisor or other are required. The student will be informed that this discussion will take place.
- If no further action required, other than the Personal Tutor identifying that appropriate support is in place, the Personal Tutor will inform the student of this.
- If a referral to the Group is determined, the student will be notified and asked if they wish to offer any further information or written submissions to be shared with the Group.

- v. The Group will meet and determine what action is required e.g. referral to a Fitness to Practise Committee, referral to Wellbeing Support Services, suspension of placement for an agreed period, closer liaison and monitoring with the placement provider or additional steps the Personal Tutor should take to support the student and to monitor their progress / the situation.
- vi. The Personal Tutor will inform the student of recommendations or decisions taken by the Group and be given the opportunity to discuss and plan accordingly with their Personal Tutor and the CLL student services team.

Fitness to Practise

The Group will also ensure that candidates for admission and registered students on its courses below are fit to practise their chosen specialism, by attesting that individuals have the health, conduct, skills, and knowledge to practise their profession safely and effectively. When assessing fitness to practise of a current student or candidates for admission, consideration will be given to the guidance produced by the Professional and Statutory Regulatory Body (PSRB) for that profession.

CLL is responsible for administering fitness to practise procedures in the relevant professional disciplines so that PSRBs and employers can be assured that aspiring professionals are fit to practise.

The aim of the process is to provide support in helping to prevent health, fitness and suitability issues becoming more serious and a greater cause for concern. Relevant programme directors and the Director of CLL consider in the first instance, and continue to review as required, all conditional offer holders' self-declared, referred or self-referred health, welfare or suitability concerns. Programme directors will determine insight, consider additional support mechanisms and any subsequent reasonable adjustments, as required for each case. Where it is determined that the threshold of suitability to practise may have been reached, CLL will refer the matter to the University Fitness to Practise (FtP) Committee.

CLL will adhere to [Regulation 34, Determination of Fitness to Practise](#), in all matters relating to decisions, admissions and appeals.

Conditional Offer Holders

Conditional offers are made to successful applicants that meet the academic requirements of the Course. Conditional offer holders are then required to self-declare any and all, current or historic, health and conduct issues, including criminal convictions. UCAS also require applicants to declare any criminal records (including cautions and spent convictions).

The Group may use or request such information as necessary to arrive at a determination, which will include but is not limited to:

1. Medical reports.
2. A reflective statement from a conditional offer holder.
3. An informed reference.

The Group will consider any such declarations in accordance with Regulation 6: Admission to the University:

1. Health (paragraph 6.3 (3) (f)) – A conditional offer holder may also be referred to the Group by the Admissions Tutor or their nominee.
2. Conduct (paragraphs 6.3 (3) (b), (c) and (d)) – For example, a criminal conviction. These will be considered in terms of the severity, nature, timings and impact of the offences in relation to previous cases, criteria established, and HCPC guidance.
3. General Dishonesty (paragraph 6.3 (3)(d)) – Where the Admissions Tutor or their nominee have reason to question the honesty of a conditional offer holder, for example, suspected fraudulent completion of application documents or misrepresentation of qualifications, the Admissions Tutor or their nominee involved will compile a report and refer the matter to the Group.

Group Outcomes for Conditional Offer Holders

1. The determinations of the Group will normally include:
 - a) Where it is determined that the threshold for a student to be considered not fit to be admitted has not been reached:
 - i. The case will be signed off as ‘no further action’ but may include recommendations, for example, meet and maintain a dialogue with tutors or to seek support from the University’s Wellbeing Support Services;
 - ii. Cases of conduct and general dishonesty will be referred to the Committee on the Admission of Students to Courses of Study (CASCS) for consideration of any remaining concerns about the conditional offer holder’s suitability to register as a student of the University.
 - b) Where it is determined that the threshold for referral of the student to the University FtP Committee may have been reached, the Group will refer the matter to the Committee (Reg 34 (2) (b) refers) and:
 - i. May appoint an Investigating Officer;
 - ii. May request further information such as medical reports;
 - iii. If any element of a referral is due to a conditional offer holder having a criminal record or any other issue that could present a child-safeguarding issue, then the

University Designated Person for Child Safeguarding will be notified in accordance with University of Warwick Child Protection Policy.

2. The outcome will be communicated in writing to the conditional offer holder within ten University working days and include a statement of the reasons for the Group's determination(s).
3. If a conditional offer holder becomes a registered student, the outcome and any related information will be retained and may be considered if the registered student is referred to the Group in the future.

Registered students

The consideration of service user safety shall be paramount at all times. There may be circumstances that do not present a risk to service users, but still bring into question a student's fitness to study and practise as a social worker in training. Registered students' health, welfare and conduct concerns may be identified from a number of sources, which may include but is not limited to:

1. Members of course team or university staff
2. Staff who work in placement provider organisations.
3. Occupational health physicians.
4. Fellow students – the circumstances by which this information comes to light should be carefully examined as malicious or vexatious allegations, including where false representations have knowingly been provided, will be treated under University Regulation 23 on student disciplinary offences.
5. The police.
6. Self-referral.
7. Members of the public.
8. Anonymous complaints, through a separate raising concerns policy or through the media.

In the first instance, concerns should be referred to the appropriate Director of Programmes who will request written details from the person referring the concerns. The Director, together with the Professional Lead for relevant programme, will evaluate the information received and, if it is considered that the concerns fall outside of the assessment criteria, will hold a preliminary interview with the student at the earliest opportunity to ascertain whether there are sufficient grounds to refer the student to the Group.

The Group may use or request such information as necessary to arrive at a determination, which may include but is not limited to:

1. The appointment of an Investigating Officer.
2. Medical reports.
3. Referral documents / emails.
4. A reflective statement from the student.
5. An informed reference.

Group Outcomes for Registered Students

The determinations of the Group will normally include:

- a) Where it is determined that the threshold of student fitness to practise has not been reached, the case will be signed off as no further action but may include recommendations, for example, meet and maintain a dialogue with tutors or to seek support from the University's Wellbeing Support Services;
- b) Where it is determined that the threshold of student fitness to practise may have been reached, the Group will refer the matter to the Committee and:
 - I. May appoint an Investigating Officer;
 - II. May request further information such as medical reports;
 - III. The student will be invited to meet with the Group's Chair and Professional Lead where the reasons for the Group's determination and the Committee process will be explained. The meeting will not be to revisit the discussions that the Group had or to justify the determination.

The outcome will be communicated in writing to the registered student within ten University working days and include a statement of the reasons for the Group's determination(s).

The outcomes any related information will be retained and may be considered if the student is referred to the Group in the future.

University Fitness to Practise Committee

The Committee is subject to University Regulation 34 Determination of Fitness to Practise. Where issues relate to other University Regulations but have fitness to practise dimensions, they will also be considered under this Regulation. All regulatory procedures will operate independently from each other, but information or outcomes may be shared between relevant committees.

Committee Outcomes

1. The determinations available to the Committee are detailed in Regulation 34 Determination of Fitness to Practise, in particular:
 - a) Conditional offer holders, paragraphs 3 (a) and (b);
 - b) Registered students, paragraphs 3 (c) to (f) (iv).
2. The outcome will be communicated in writing to the conditional offer holder/registered student within ten University working days and include a statement of the reasons for the Committee's determination(s).
3. Where the academic progress of a registered student is also a concern, the case will be referred to the Board of Examiners.

Appeals

There is no right to appeal against the determinations of the Group. The right to appeal against determinations of the Committee is set out in Regulation 34 Determination of Fitness to Practise, Paragraphs (5) to (15).

Complaints

Any registered student may feedback or complain about these procedures in line with the University's policies.

Medical reports.