

## Health and Wellbeing Policy for Course Participants

[Version 2.3]

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## 1 Preamble

- 1.1 This policy sets out the Institute for Education's (IfE) commitment and arrangements for securing the wellbeing of course participants to the extent that these factors might be impacted by their study at the IfE.
- 1.2 This policy complements and supports the implementation of other IfE policies and procedures including but not limited to: [Leave of Absence](#); [Extenuating Circumstances](#) and other related policies.

## 2 Introduction

- 2.1 The IfE recognises the protection and the promotion of wellbeing as important factors in sustaining the learning experience leading to the professional development of our course participants.
- 2.2 The IfE is committed to providing a learning environment for its course participants which minimises risk to health and promotes positive wellbeing. The IfE aims to deliver this commitment by:
  - Providing an environment in which course participants, who have health problems that may affect their study, receive suitable support, and that reasonable steps are taken to make the appropriate adjustments that would enable them to achieve their full potential.
  - Promoting the health and wellbeing of course participants through its policies, support services, activities and by means of health promotion campaigns. Providing access to specialist mental health support for course participants.
  - Encouraging course participants to declare any relevant health or wellbeing matters to enable the IfE to identify and implement appropriate measures to actively support them. The IfE will respect the confidentiality of course participants making such declarations and will ensure that information is only shared where it is appropriate to do so (i.e. to support the individual or to prevent harm to the individual or to others).

## 3 Definitions

- 3.1 Health is defined by the World Health Organisation (WHO) as a "state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity."
- 3.2 Wellbeing is a "state of being with others, where human needs are met, where one can act meaningfully to pursue one's goals, and where one enjoys a satisfactory quality of life."

## 4 Responsibilities

### 4.1 The Chief Executive Officer (CEO):

The CEO has the overall day-to-day responsibility for health and safety matters at the IfE. The CEO delegates responsibility for undertaking aspects of these duties through Heads/Senior Managers, line managers and other identified roles. The following people are identified as having responsibilities (in addition to any other responsibilities under the [Health and Safety Policy for Course Participants](#)) for the management of health and wellbeing risks in those areas, and for those relevant persons, that fall under their control.

### 4.2 The Heads/Senior Managers are responsible for:

- Implementing and promoting the principles and behaviours embedded in IfE policies and procedures that contribute to positive course participants' wellbeing;
- Implementing any management responsibilities for those teams and areas that they directly manage, and which have a direct impact on course participants.

### 4.3 The Line Managers are responsible for:

- Ensuring that risk assessments include appropriate consideration of potential significant risks to health and wellbeing. Risk assessments will include consideration of any support that course participants might require in emergency situations;
- Ensuring that risk assessments identify appropriate control measures to reduce risks to health and wellbeing as far as reasonably practicable.

### 4.4 The Manager Student Affairs is responsible for:

- Enabling prospective course participants to confidentially disclose health and wellbeing issues prior to taking up course to allow reasonable adjustments to be identified and implemented prior to commencing of course.
- Supporting the Senior Manager Course Coordination and School Professional Development and the Course Coordinators to manage health and wellbeing issues within cohorts under their supervision;
- Promoting course participant health and wellbeing;
- Ensuring competent advice is available for health and wellbeing matters;

- Consulting with the Counsellor and Health and Safety officer and other stakeholders, where appropriate, on proposed action relating to course participants’ wellbeing and the prevention of ill-health.

#### 4.5 The Course Participants

Course participants are strongly encouraged to inform the Admissions Department either during the application process or post-enrolment if they have a health and/or wellbeing concern that affects, or is likely to affect their ability to carry out their studies, so that reasonable steps can be taken to identify and implement suitable support.

### 5 Work-Life Balance Measures

5.1 Work-life balance promotes the well-being of course participants which can be achieved when participants reconcile the demands of their full-time employment with those related to academic and personal life. To this extent, the IfE has introduced family-oriented measures such as:

- Extenuating Circumstances
- Leave of Absence
- Extension to the duration of studies

For more information, course participants may consult the [Extenuating Circumstances Policy](#), [Leave of Absence Policy](#) and [Extension to Duration of Studies Policy](#).

### 6 Relevant Documents

- [Extension to Duration of Studies Policy](#)
- [Extenuating Circumstances Policy](#)
- [Health and Safety Policy for Course Participants](#)
- [Leave of Absence Policy](#)

### 9 Version history

Originator	Version	Date	Changes Done
HR Department	1.0	23/02/2021	Initial Release of document
Admissions Department	2.0	29/03/2022	Delineation of Health and Wellbeing relevant to Course Participants from Health and Wellbeing relevant to IfE Staff.

			<p>Removal / Rewording of articles and articles which specifically related to members of staff, specifically;</p> <p><i>Responsibilities of: Staff</i>  <i>Responsibilities of: Human Resources Manager</i>  <i>Work-life Balance Measures</i></p> <p>Updated relevant documents articles</p>
Admissions Department	2.1	24/01/2023	Updated 'Extenuating Circumstances Policy' hyperlink
QA Dept.	2.2	24/04/2024	Updated links
QA Dept.	2.3	25/01/2025	Updated in line with re-branding guidelines