

USE OF THE 'CAUSE FOR CONCERN' FORM

The 'Cause for Concern' form is designed to be used in order to alert a personal tutor to any cause for concern that staff may have about a student, and enable an appropriate intervention to be made. Concerns may not be just about academic performance, but also those of conduct or welfare.

This is particularly important in the case of residential students, some of whom may be under 18 years and therefore come under the standards required by the Care Act.

In the event of alleged serious or gross misconduct, or significant welfare concern, this must be reported to the appropriate Head of Learning and Standards, Director of Faculty, or Duty Principal with the appropriate consideration to urgency.

“Causes for concern” may include any of the following:

- Poor academic performance
- Poor attendance and/or punctuality
- Poor health or welfare concerns
- Failure to respond positively to informal warnings or advice.
- General rowdiness and thoughtless behaviour
- Failure to complete or hand in work on time
- Use of mobile phones or personal stereos in teaching and learning areas
- Spitting, littering, smoking in prohibited areas or other anti-social behaviour
- Foul or abusive language or behaviour (non-discriminatory)
- Failure to produce student ID card
- Breach of college parking regulations
- Illness or general health or welfare issues

This list is not exhaustive or exclusive; situations of a similar nature will be dealt with in accordance with these guidelines.

Staff who are making note of a Cause For Concern:

Please fill in the Cause for Concern form as appropriate – taking note of Data Protection and confidentiality issues. Send the original to the personal tutor (and copy to the Senior Warden if the matter is in regard to a residential student). Keep a copy for yourself.

Personal Tutor:

On receipt of the Cause for Concern form the personal tutor should investigate with the student within 10 working days, make notes and return the copy to the member of staff who has raised the concern. A copy must also be kept on the student's file. Appropriate action is demonstrated through the disciplinary policy and procedure.

Staff who have filled in the original Cause for Concern:

If you have not received a satisfactory reply within ten working days, please investigate with the personal tutor.

Only use this form if department is not using ProMonitor. Where ProMonitor is being used please raise cause for concern via Learner Comments.

CAUSE FOR CONCERN FORM

This form is to be completed when a student is a “cause for concern”. This could be a disciplinary matter, but could also be a range of issues relating to attendance, ill health, halls of residence. Please do not use this for serious or urgent matters – please contact relevant persons directly.

Student Name:	
Student ID Number:	
Course/Programme:	
Personal tutor name and extension No:	
Date:	
Member of Staff:	
Any other staff present:	
Issues to be brought to the notice of personal tutor:	
Response to member of staff raising cause for concern and outcomes:	