SPECTRUM INTERNATIONAL UNIVERSITY COLLEGE (SIUC)	POLICY STUDENT SAFEGUARDING, WELLBEING & HIGH-RISK CASE MANAGEMENT POLICY
TECHNICAL COMMITTEE REVIEW DATE	22nd October 2025
SENATE APPROVAL DATE	30th October 2025
INDICATIVE TIME OF REVIEW	WITHIN TWO (2) YEARS

1. Purpose

This Policy establishes SIUC's institutional framework for safeguarding, student wellbeing, reasonable adjustments, and the management of high-risk student cases. It reflects SIUC's duty of care to ensure a safe, supportive, inclusive, and academically enabling environment for all students.

The Policy provides:

a) clear safeguarding and wellbeing provisions,
b) defined escalation procedures for high-risk cases, and
c) structured student support governance aligned with regulatory and partner expectations.

2. Scope

This Policy applies to:

a) all registered students (Diploma, Undergraduate, Postgraduate, local and international);
b) all modes of delivery (conventional, blended, ODL);
c) all academic and non-academic settings, including on-campus, online, placements, and partner-delivered programmes.

3. Guiding Principles

SIUC's approach is guided by:

a) Duty of Care
Prioritising student safety and wellbeing;

b) Early Identification & Intervention
Addressing risks before escalation;

c) Reasonable Adjustment & Inclusivity
Ensuring equitable learning access;

d) Confidentiality & Professional Judgment
Information shared on a need-to-know basis;

e) Proportionality
Responses matched to risk level;

f) Regulatory Compliance
Alignment with MQA and partner governance frameworks.

4. Safeguarding, Wellbeing & Reasonable Adjustments

4.1 Safeguarding Framework

SIUC recognises safeguarding as the protection of students from:

a) harm, abuse, neglect, exploitation, or harassment;
b) serious mental health distress;
c) unsafe learning or living conditions.

Safeguarding responsibilities apply to all staff, with specific roles assigned to designated officers.

4.2 Mental Health & Wellbeing Support

SIUC provides access to:

a) professional counselling services;
b) student support and advisory services;
c) referral pathways to external medical or emergency services where required.

4.3 Reasonable Adjustments

Reasonable adjustments may be provided for students experiencing:

a) mental health challenges,
b) temporary or permanent disabilities,
c) crisis situations affecting academic engagement.

Adjustments may include:

a) assessment flexibility,
b) attendance considerations,
c) learning delivery adaptations,
subject to academic standards and regulatory requirements.

5. High-Risk Case Identification & Escalation Procedures

5.1 Definition of High-Risk Cases

A high-risk case may include, but is not limited to:

a) suicidal ideation or self-harm risk;
b) severe psychological distress;
c) threats of violence or harm;
d) safeguarding disclosures;
e) serious behavioural or welfare concerns.

5.2 Identification

High-risk concerns may be identified by:

a) academic staff,
b) student support personnel,
c) counsellors,
d) peers (via formal reporting channels).

5.3 Escalation Pathway

Upon identification:

a) **Immediate Safety Assessment**
Conducted by Student Affairs / Counselling Unit.

b) **Risk Evaluation**
Severity assessed and documented.
c) **Internal Escalation**
Case escalated to designated senior officers (e.g. CSA, Registrar, DVCA).
d) **External Referral (if required)**
Medical, emergency, or specialist services engaged.
e) **Partner University Notification (where applicable)**
In line with collaborative programme agreements.
f) **Monitoring & Review**
Ongoing support and case follow-up.

Emergency situations override confidentiality constraints where life or safety is at risk.

6. Student Support Services Capacity & Staffing

SIUC ensures that Student Support Services are:

a) adequately resourced based on student population, programme risk profile, and delivery mode;
b) staffed by personnel with appropriate qualifications and training;
c) supported by clear role definitions and escalation authority.

Rather than fixed ratios, SIUC adopts a risk- and needs-based resourcing model, reviewed periodically to ensure effectiveness and compliance.

7. Roles & Responsibilities

This policy will be reviewed periodically to ensure continued relevance and effectiveness.

ROLE	KEY RESPONSIBILITIES
Academic Staff	Early identification, reporting, academic adjustments
Counselling Unit	Mental health support, risk assessment
Student Affairs	Case coordination, welfare support
Programme Leaders	Academic oversight, monitoring
Registrar / DVCA	Escalation, governance, external liaison
Senior Management	Institutional accountability

8. Confidentiality, Records & Data Protection

a) All records are managed confidentially.
b) Information is shared strictly on a need-to-know basis.
c) Documentation is retained in accordance with SIUC record-keeping policies and applicable regulations.

9. Related Policies

This Policy operates in conjunction with:

a) Student Complaint Procedure,
b) Disciplinary Regulations,
c) Harassment & Misconduct Policies,
d) Academic Regulations.

10. Review & Approval

This Policy is:

a) approved by Senate / Management,
b) reviewed periodically,
c) updated to reflect regulatory or partner requirements.

End of Documentation