
WELFARE AND WELLBEING POLICY

1. Policy Statement

Hult Ashridge is committed to providing a healthy and safe environment for staff, students, apprentices, clients, contractors, and suppliers alike. In exercising its duty of care as an employer and an organisation providing higher education to the community, Hult Ashridge's primary aim is to safeguard and promote the wellbeing of our staff, students and apprentices. This is done by ensuring that they are kept safe within a supportive environment, regardless of their undertaking, whether work or study. It is not intended that staff, students or apprentices are subjected to a detrimental environment which might, if unchecked, cause them excessive stress or make them vulnerable.

Hult Ashridge understands that there are several different factors which can impact an individual's welfare and wellbeing. This policy details the support available for staff, students and apprentices who find themselves in vulnerable situations (such as financial difficulties, domestic disputes/ violence, sexual exploitation, extremism, substance misuse and welfare concerns) which could be having a negative impact on their wellbeing. Hult Ashridge is also required to have in place measures to mitigate as far as practicable factors that could harm someone's physical and mental wellbeing.

Adult at risk is defined as 'any person who is aged 18 or over and at risk of abuse or neglect because of their needs for care and support'.

Adult at risk of harm is defined as 'a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased' this may be by factors including personal characteristics (such as age, disabilities or special educational needs) and life circumstances (such as living conditions and socio-economic factors).

2. Scope

This policy applies to:

- Staff
- Students
- Apprentices

3. Ashridge Commitment to Welfare

Hult Ashridge is committed to fostering a culture of co-operation, trust, and mutual respect, where all individuals are treated with dignity. This type of environment is key to the wellbeing of all staff, students and apprentices, for this reason Prevent and Safeguarding are regularly discussed at Senior Leadership Team (SLT) meetings. The team consists of key people to enable appropriate influence across Hult Ashridge, thereby, allowing the implementation of any welfare or safeguarding actions necessary to meet all the main objectives.

4. Promoting Welfare

Hult Ashridge is committed to promote wellbeing through:

- Monitoring and recording Welfare and Prevent/ Safeguarding related concerns,
- Reviewing the Welfare and Wellbeing policy and associated policies,
- Reviewing support available
- Escalating and assessing risks (risk assessments)
- Developing and implementing action plans
- Staff training
- Student and apprentice engagement
- Reporting or referring for external support as required
- Encouraging staff to take responsibility for their own health and wellbeing through effective health promotion programmes and initiatives
- Ensuring the needs of students and apprentices requiring additional learning support are effectively met

5. Spirituality

Hult Ashridge recognises that staff, students and apprentices' beliefs can play an important part in their welfare and wellbeing and are therefore supported to practice their faith during their work or study at Hult Ashridge. We provide access to an on-site multi-faith room, located in Fairhaven building.

For more information regarding the multi-faith room please refer to the **Multi-Faith Room Guidance**.

6. Identifying Vulnerabilities

Hult Ashridge strives to create an environment of mutual trust and respect amongst all staff, students and apprentices. The intention is to foster a culture where everyone can look out for one another. Everyone should feel empowered to help each other and themselves by seeking assistance from those trained to provide support on any welfare concern, including but not limited to:

- Financial concerns
- Substance misuse or dependence
- Sexual exploitation
- Extremism or radicalisation
- Physical abuse
- Mental or physical health concerns
- Harassment

Vulnerability signs which may signal that someone needs support includes but is not limited to:

- Being a carer
- Homelessness
- Recent loss or bereavement
- Living in a chaotic or dysfunctional household (substance misuse, domestic violence, mental health concerns, criminality)
- Learning disabilities
- Low self-esteem or self-confidence
- Having a personal grievance towards a specific group of people.

7. Procedures and support mechanisms

If you feel that your welfare or wellbeing is at risk or that you or someone else may require support, we encourage you to reach out to one of the support contacts listed below so that appropriate support can be offered. Below is a list of contacts who can deal with matters relating to welfare and wellbeing or can advise where to go for help and support. These are:

- Employee's Line Manager – Staff
- Human Resources (RED) - Staff
- Program Manager or Academic Director – Students and apprentices
- Manager of Welfare, Diversity, and Inclusion – Students and apprentices
- Apprentice Support Team – Apprentices
- Health Assured Support – Staff, students and apprentices

Hult Ashridge has a contract with Health Assured which is a health and wellbeing service provider accessible for staff, students and apprentices. The service covers a range of areas including:

- Financial concerns
- Stress and anxiety
- Legal advice
- Education pressures
- Lifestyle addictions

Health Assured can be accessed through:

- Online health portal
- Mobile app
- Confidential free phone number

Alternatively, you may prefer to reach out to a colleague or fellow student or apprentice initially who can help you find the appropriate specialist advice and support you need. Should you wish to raise a concern regarding yourself or a fellow colleague/student or apprentice, please email the Welfare team at welfare@ashridge.hult.edu and the team will deal with your concern.

8. Confidentiality

When concerns are raised only a small number of people will have access to the details regarding the concern, this is to ensure confidentiality.

When a disclosure is made it is important for the person making the disclosure to understand that for safeguarding and safety concerns there may be a need for the concern to be shared with other members of staff or external agencies such as Local Adult Safeguarding Board or the police. This can be for several reasons such as advice needing to be sought or there being a concern for someone's immediate welfare.

All concerns will be dealt with a reasonable amount of confidentiality, as the concern may need to be shared and individual making the disclosure will be informed of this.

If ongoing support is required, the concern will be logged with the permission of the individual. If the individual refuses support or for their information to be shared with external agencies, there are several circumstances when the welfare team can override this, this includes:

- Sharing the information could prevent a crime
- Staff are implicated
- Other people are, or may be at risk, this includes children
- The individual lacks the mental capacity to make the decision for themselves
- A serious crime has been committed

Review History

Date	Notes
February 2022	Drafting of current status and general updates
March 2022	Review and approval by SLT