

RAMBERT SCHOOL

Fitness to Train Policy

What is fitness to train?

'Fitness to Train' refers to a student's ability to engage positively and fully with their training and to fulfil the expectations of the course without negative impact on students or staff. It is a policy designed to meet the needs of students.

The following lists reasonable expectations of any Rambert School student:

- The ability to attend and engage effectively in a range of classes, workshops, rehearsals, lectures and tutorials including with staff, students and professionals.
- The ability to undertake private study or activity without supervision.
- The ability to participate in assessments throughout the academic year, with adjustments if required.
- To consistently arrive at Rambert School at the time required and to meet other attendance requirements as laid out in the School's Attendance Policy.
- A full awareness of their own health and safety and that of others.
- The ability and willingness to abide by the Student Code of Conduct.

In cases where these expectations are not being met the Fitness to Train policy may be applied.

Disabled students and reasonable adjustments

Rambert School has a legal and moral obligation to identify barriers that a disabled student might face in their training and take steps ('reasonable adjustments') to identify and remove these barriers wherever possible. There is every reason to expect that a student with a long-term disability or health condition will successfully complete their training.

When should the fitness to train policy be applied?

The policy may be applied in relation to student behaviour while on Rambert School premises or on professional placements outside Rambert School.

Each application of the policy will be based on individual circumstances. The following list provides examples of situations when the policy may be applied, but should not be considered exhaustive.

- The student discloses difficulties related to ill health, disability, alcohol or drug problems, or other personal circumstances.

- A third party such as another student, staff member, or healthcare professional reports concerns about a student's health or personal circumstances that are having a negative impact on their ability to engage with their studies.
- Multiple complaints are received about the student from other students and/or staff.
- Where a student has disclosed a disability and reasonable adjustments and appropriate support are in place, but the student has continued and ongoing difficulties in meeting the core elements of the training.
- The student is in serious and continued breach of the Attendance Policy.
- The student behaves in a way that would usually be considered a disciplinary matter but there is reason to believe this may be due to underlying cause(s) which could provide mitigating factors.

What happens when a student's Fitness to Train is questioned?

Students and/or staff should bring the matter to the attention of the Head of Student Support or the Principal in the first instance. They will then, in consultation with other senior members of staff if appropriate, follow the procedures outlined below.

Normally there will be a three stage process once it has been established that a Fitness to Train issue has arisen. In exceptional cases, and on the Principal's judgement, the process may move directly to Stage Three. At all stages, a note of the agreement will be recorded which sets out the expectations of the student.

Risk assessment:

At all and any stages used, a risk assessment should be undertaken to identify the level of risk to the student and/or others, and to consider whether the student's presence within the School puts the student and/or others at an unacceptable level of risk or exacerbates the student's difficulties. All appropriate evidence should be included within the risk assessment.

Stage One:

The Head of Student Support (or other relevant member of staff such as the Deputy Principal or Head of Studies) will have a conversation with the student setting out concerns, how or why the student is not meeting his or her obligations, and strategies for resolving the situation. This is an informal stage.

The possible outcomes at Stage One in the process are:

- the matter is considered resolved and no further action is needed;
- an action plan is established which may include referral to additional support services;
- the matter is referred directly to the next stage.

Stage Two:

The Head of Student Support and the Principal will have a formal meeting with the student which outlines the continuing problems, the agreed strategy for managing the situation, and a reasonable timeframe for seeing improvement.

The possible outcomes at Stage Two in the process are:

- a new action plan is agreed upon which may include further referral to support services;
- the student decides that s/he wishes to interrupt studies and intermit for a period;
- the student is made aware that if there is no improvement, the student may be withdrawn from the programme and the matter escalated to the next stage.

Stage Three:

If there has been no resolution of the problems or change in behaviour, the Deputy Principal and the Principal will together meet with the student with a view to determining whether the student may continue on the programme, will be suspended for a period of time (through intermitting their training) or withdrawn from the programme entirely.

Limitations

The Fitness to Train policy should be distinguished from other policies:

- **Intermission:** when a student requests temporary suspension of their participation on the course owing to ill health or personal circumstances.
- **Concessions:** when a student is unable to participate in a specific assessment owing to ill health or personal circumstances.
- **Disciplinary:** when a student may have formal sanctions applied to them owing to a contravention of the academic regulations or Student Code of Conduct. Students may be referred to disciplinary procedures when their behaviour continues to be disruptive to students and/or staff and there is no indication of the student's willingness to engage with the Fitness to Train procedure.

Confidentiality

This policy will be managed in accordance with Rambert School's obligations under the Data Protection Act 1998 and, where appropriate, the Equality Act 2010, and will be applied with due consideration to student confidentiality.

Rambert School will seek the student's informed consent before disclosing sensitive information and consider the student's best interests before disclosing information to a third party. Information will be disclosed in accordance with the terms agreed by the student.

Rambert School will respect a student's right to withhold consent for the disclosure of sensitive information but will ensure the student is made aware of the implications of non-disclosure.

Rambert School may breach a student's confidentiality under exceptional circumstances.