

Melton College, York. Students with Additional Needs Policy

Last reviewed: Tuesday, 10 September 2024

Melton College runs courses for families, older adult students (aged 40+) and for juniors. We manage our own Homestay provision, and also run a small hotel in the building next to the College. Our Policy documents relating to Safeguarding are reviewed at least annually, with the review date shown under the title. In some circumstances, the policies are reviewed more regularly, for example in response to an incident or to take account of statute.

Students with Additional Needs

When is a Student with Additional Needs Assessment needed?

Certain students may need more support with academic study, welfare and/or protection from abuse and/or bullying. These include but are not limited to students who:

- Have a disability or medical condition
- Have a special educational need
- Have a mental health problem
- Have trouble making friends
- Have recently experienced problems at home e.g. bereavement, divorce
- Have a very low level of English and/or be the only student speaking a certain language
- Have any other kind of factor which makes them stand out from the group due to race, religion, nationality, orientation, gender identity

Process for Students with Additional Needs

If we receive information about a vulnerable student at the time of booking, the Designated Safeguarding Lead (DSL) will contact the parent to discuss the issue and complete a Vulnerable Student Risk Assessment. This will be saved to the Vulnerable Student Folder in the safeguarding file in SharePoint which is accessible by the DSL, Principal and HR Manager only.

Depending on the nature of the issue, the DSL may keep the information confidential or may share it with other staff on a need-to-know basis to ensure that the student's needs are met. A student with a disability and/or serious medical condition may be travelling with a Group Leader who may have been briefed by the parents regarding the student's needs but the school will liaise to ensure that all relevant information has been discussed and a clear action plan is in place for the student.

If we believe there is a serious issue which the parents have not informed us about, the DSL or Principal will liaise with the parents/representative to gather more information. The DSL will then send a Student with an Additional Needs Assessment to the parents, or may complete it with the student.

The DSL in conjunction with the rest of the senior team should decide on the relevant support which can be provided.

Please note, this is not to be confused with the ***Students with Special Diets Assessment***.

Additional Needs Risk Assessment

Name of Student	
Student Number	
Traveling alone or with?	
Accommodation arranged	
Gender	
Nature of formally diagnosed issue <ul style="list-style-type: none"> • Have a disability or medical condition • Have a special educational need • Have a mental health problem 	
Reported but no diagnosed situation <ul style="list-style-type: none"> • Have trouble making friends • Have recently experienced problems at home e.g. bereavement, divorce • Have a very low level of English and/or be the only student speaking a certain language • Have any other kind of factor which makes them stand out from the group due to race, religion, nationality, orientation, gender identity 	
Suggestions from parents/professionals as to how we can help the student get the most from their course	
Any medication and any instructions for its use?	
Any environmental changes needed to make the student comfortable?	
Who needs to know?	