

## City Links Code of Practice for Students

### Introduction

St. John's Central College in partnership with The City Links - HSE (Health Services Executive – South), provides courses for those who wish to explore further education who have been prevented from fulfilling their potential due to mental health issues.

There are three courses provided by St. Johns Central College:

- Radhairc Nua is a creative craft and art course that runs one morning per week
- Spring Links is designed as a preparation course for the full time mainstream course. It covers many of subjects similar to those offered on the fulltime course. It runs over three days per week during the spring period.
- Creative Technology & Art, QQI Level 5 Award, is a fulltime course that runs from September to May, 5 days per week.

City Links Cork offers a unique level of support and care to all students of the courses. All teachers on the courses have experience in working with people with mental health issues, while Key worker offers support around their mental health in conjunction with mental health members of City Links from the HSE offer support around their mental health. At St. John's Central College we aim to empower the students to reach their potential and achieve their personal goals. The college environment is warm, friendly and welcoming with a level of support and understanding for all students by all of our staff.

This Code of Practice is intended to provide a clear procedure that will be followed in the event that an issue arises in relation to a student's mental health nature which becomes a concern within the college. The college will take reasonable steps to ensure that the student of the City Links courses is offered suitable support to deal with any issue that is of concern before it progresses. This is to ensure that a student experiencing a mental health issue is not at a substantial disadvantage to a student not experiencing without a mental health issue.

The purpose of this Code of Practice for St. John's Central College is:

1. To outline to students of the City Links the supports available within the college and HSE should a concern arise during their attendance on a City Links course.
2. To outline the procedure to be followed where a concern for a student arises within the college

### Roles of Staff

An outline of the roles of staff involved with the City Links Courses:

The role of the Course Co-ordinator involves Enrolments, Course Planning, Internal Verification, and Course Reports during the year and end of year report. Support is also provided for teachers when concerns over student well-being arise within the classroom.

The Class Teacher role involves student attendance monitoring, student issues within the college and discipline. The class teacher is the first person of contact for the students and teachers when issues arise. These issues can then be referred to The Guidance Counsellor or Course Co-ordinator depending on the nature of support required.

The Guidance Counsellor provides ongoing support throughout the course for all students. Personal support is offered when difficulties arise and it is the Guidance Counsellor who makes contact with the key worker when support around a mental health issue arises. The Guidance Counsellor will inform the student that the key worker will be contacted and the details that will be informed.

The Key Worker is a mental health member of staff in the Adult Mental Health Services (the City Links) under the HSE and is the initial referral officer. The students will have been known to the Key Worker prior to referral and the keyworker will be available to support that student while attending the college should the need arise.

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The City Links Committee comprises of members of staff from both the Adult Mental Health Services – South and St John's Central College.

All information that is transferred about the student is highly confidential. The student is informed when an issue/concern is to be discussed with another. To reduce the number of people that the student will have to deal with when concerns arise one person fills the role of Co-ordinator/Class Teacher/Guidance Counsellor in the college.

Student well-being is at the core of City Links. St. Johns Central College is committed to providing education in a positive environment that is also safe and supportive. Therefore this procedural document clearly outlines procedures to be followed when the well-being of any student becomes a concern.

### Procedures

Procedures in the event of a concerning issue within the college:

- In the event of an issue arising, from whatever source, the Course Coordinator should be notified in the first instance.
- Contact is made and a meeting is set up with the Course Co-ordinator.
- If necessary the Key Worker is contacted by the Course Co-ordinator so that extra support may be provided.
- In this event the Key Worker meets with the student.
- If the issue is one of a disciplinary nature it may be referred to the college Disciplinary Procedure B5\_AD\_2, copies of which are available on [www.stjohnscollege.ie](http://www.stjohnscollege.ie) and in the Student Information Pack
- If disciplinary procedure is instigated your keyworker may be invited to attend / you can request for your keyworker to be present

### Student Agreement

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

I understand that St. John's Central College aims to facilitate and support me to return to education in a safe and positive environment. The well-being of all students is extremely important to the college.

I understand that when a concern about my well-being arises the procedures outlined here will be followed.

I consent to information relating to my personal details, academic and support requirements being shared with the relevant support departments and support services.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Co-ordinator: \_\_\_\_\_ Date: \_\_\_\_\_