



Student Welfare Policy

Our Commitment to Student Welfare

IBCM prides itself on its high degree of student welfare.

Our dedicated Welfare Manager, assisted by other members of the management team, oversees the welfare of all our students during school hours. When the school is not open, students can make use of an emergency telephone number, which is manned 24 hours a day by a member of the management team; 07760 877088. Students are given this number prior to arrival. It is also supplied to students on their first day as part of their induction, and is included in the student handbook.

Students meet the Welfare Manager on their first day, and are also encouraged to approach the Business School Manager/Academic Director or the programme leader should the Welfare Manager not be available to discuss any concerns that arise. Students should go to the reception desk if they wish a meeting to be scheduled. Any significant meeting and action taken will be noted in the student's CLASS file.

At IBCM we want to ensure you are able to study effectively in a safe and positive environment. Please consult our website to view the many policies and procedures we have to help. These include:

- Attendance Policy
- Educational and Welfare Provision for Students with Learning Difficulties and Disabilities
- Equal opportunities Statement
- Harassment and Bullying Policy
- Health and Safety Policy Statement
- Safeguarding and Safer Recruitment Policies
- Student Complaints Procedure

Information on welfare matters is also included in the student handbook, which is reviewed and updated on a regular basis.