

Our policies and procedures

This section covers current written protocols, policies and procedures for delivering our services and responsibilities.

Please see below for a brief summary of Bishop Auckland College's Policies and Procedures.

This list is not exhaustive of Bishop Auckland College's Policies and Procedures, any Policy or Procedure can be requested through a Freedom of Information Request, please email quality@bacoll.ac.uk stating which policy and/or procedure you are requesting.

Conducting College Business

Policies

Anti-Fraud and Bribery Policy
Bring your Own Device
Communication Guidelines
Dress Code
Driving for Work Policy
Email Guidelines
Fee Policy
Gifts & Hospitality Policy
Internet and Email Acceptable Use Policy
IT Disaster Recovery
Mobile Device
Mobile Phone Usage Policy
Quality Policy
Remote Working
Risk Management Policy
Service Standards
Sub-contracting Policy
Telephone Voicemail Guidelines
Visiting Speakers, Organisations and events Policy

Procedures

Control of Documents and Quality Records
Financial Regulations
Internal Audit, Control of Non-Conforming Product and Corrective/Preventative Action
Sub-contracting & Partnership Working
Visitors, Contractors and Commercial Delegates

Academic Services

Policies

Access to Staff and Student IT Accounts and Equipment Policy
Assessment Policy
Assessment Malpractice and Maladministration Policy
Backup Policy
Behaviour Policy – Pre 16 Learning
Blended Learning Policy
Conflict of Interest Policy
e-Learning Policy
e-Safety Policy
Examination Contingency Policy
Higher Education Admissions Appeals Procedure for the Open University
Higher Education Extenuating Circumstances Policy for the Open University
Higher Education Registration of Students for the Open University
Higher Education Research Ethics Policy for the Open University
Identification, Storage and Amendment of Higher National Course Records
iPad and iPhone Acceptable Use Policy
IT Acceptable Use Policy
Recognition of Prior Learning Policy
Registration and Certification Policy
Registration of Prior Learning and Achievement – Access to Higher Education Courses
Software Policy
Teacher Assessed Grades Policy

Procedures

Academic Appeals Procedure
Curriculum Quality Review
Early Leavers
Examination Administration
Exams Guidance Procedure
External Examiner / Moderation / Quality Assurance / Standard Verification
Internal Verification / Moderation / Internal Quality Assurance
Online Assessment
Online Assessment Centre Guidance Sheet Procedure
Pro-solution Web – How to Mark an e-Register
Pro-solution Web – Student Change Request
Recording and Amendment of Course Data Procedure
Recording Student Attendance
Work Experience Placement Procedure
Work Experience Placement Procedure Higher Education

Admissions

Policies

Careers, Education, Information, Advice and Guidance Policy
Student Admissions Policy

Student Services

Policies

Anti-Bullying and Harassment Policy
Bishop Auckland College Freedom of Expression
Death of a Student
Misuse of Drugs and Alcohol
Multi Faith Room
Student Attendance and Punctuality
Student Transgender
Student Whistleblowing Policy
Young Carer's

Procedures

Medication Procedure
Off-Site Visits
Student Behaviour and Disciplinary Procedure
Student Disciplinary
Student Disclosure of Criminal Convictions, Reprimands or Final Warnings

Additional Support and Exam Concessions

Policies

Additional Learning Support Policy
Positive Behaviour Support for Learners with SEND (Aspire) Policy

Human Resources

Policies

Annual Performance Review of Staff
Continuous Professional Development Policy
Family Friendly Policy
Inappropriate Behaviour (Employees)
Public Interest Disclosure (Whistleblowing) Policy
Redundancy Policy
Relationships at Work Policy
Safeguarding Allegations against a member of Staff Policy
Stress Policy – Reducing Workplace Stress
Transgender Policy

Procedures

Capability
Continuous Professional Development Procedure
Disciplinary
Grievance
Inappropriate Behaviour (Employees)
Sickness Absence Procedure
Staff Exit
Staff Induction Procedure
Staff Probationary Review Process

Recruitment

Policy

Safer Recruitment Policy

Procedure

Recruitment, Selection and Appointment of Staff

Equality and Diversity

Policies

Equality & Diversity Policy
Safeguarding – Child Protection Policy
Single Equalities Scheme

Health and Safety

Policy

Accidents, Incidents, Diseases and Dangerous Occurrences
Asbestos Management Policy
Contractor Management Policy
Control of Substances Hazardous to Health (COSHH)
Display Screen Equipment and Ergonomics
Electrical Safety
Fire Safety
Health and Safety Policy
Lone Working
Manual Handling
Noise at Work
Personal Protective Equipment
Provision and Use of Work Equipment
Risk Assessment Policy
Risk Assessment Guidance
Safety Signs and Notices
Water Hygiene (Legionella Prevention)
Working at Height

Procedures

Dealing with and Reporting of Personal Injury Accidents
Display Screen Equipment and Ergonomics
Emergency Evacuation
Emergency Planning Process
Inclusive Risk Assessment
Mandatory Health and Safety Training
Personal Emergency Evacuation Plans

Estates Management

Policies

Environmental and Sustainability Policy
Smoking Policy
Physical Interventions Policy

Complaints

Procedure

Customer Complaints

Records Management and Personal Data

Policies

Clean Desk Policy
Data Breach Policy
Data Retention Policy
General Data Protection Regulation Policy
Information Security Policy
Remote Working Policy

Procedure

Data Subject Individual Rights
Freedom of Information Requests

Charging regimes and policies

Policies

Learner Support Funding Policy

Procedures

Financial Regulations and Procedures
Subcontracting & Partnership Working