

## 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](mailto: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
- Gifts & Hospitality Policy
- IT Acceptable Use Policy
- IT Disaster Recovery
- Mobile Device
- Quality Policy
- Remote Working
- Risk Management Policy
- Service Standards
- Telephone Voicemail Guidelines
- Visiting Speakers, Organisations and events Policy

#### **Procedures**

- Control of Documents and Quality Records
- Internal Audit, Control of Non-Conforming Product and Corrective/Preventative Action
- Visitors, Contractors and Commercial

## **Academic Services**

### **Policies**

Assessment Policy  
Assessment Malpractice and Maladministration  
Behaviour Policy – Pre 16 Learning  
Blended Learning Policy  
Conflict of Interest Policy  
e-Safety Policy  
Examination Contingency Policy  
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  
IT Acceptable Use Policy  
Recognition of Prior Learning Policy  
Registration and Certification Policy  
Software Policy

### **Procedures**

Academic Appeals Procedure  
Curriculum Quality Review  
Early Leavers  
Examination Administration.  
Exams Guidance Procedure  
External Examiner / Moderation / Quality Assurance / Standard Verification  
Higher Education Admissions Appeals Procedure for the Open University  
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 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  
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 Disclosure of Criminal Convictions, Reprimands or Final Warnings

## **Additional Support and Exam Concessions**

### **Policies**

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)  
Policy on Safeguarding concerns and allegations made about staff, including supply teachers, volunteers and contractors  
Public Interest Disclosure (Whistleblowing) Policy  
Redundancy Policy  
Relationships at Work 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 & Inclusion 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  
Safety Signs and Notices  
Water Hygiene (Legionella Prevention)  
Working at Height

### **Procedures**

Dealing with and Reporting of Personal Injury Accidents  
Emergency Evacuation  
Inclusive Risk Assessment  
Mandatory Health and Safety Training  
Personal Emergency Evacuation Plans  
Risk Assessment Guidance

## **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