

Student Involvement Policy

Author/Responsible Manager	Director of Student Engagement, Support and Services
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Approved By and Date	Board July 9th, 2025
Next Review Date	June 2026
EIA Completion date	
Risk Assessment (please note here any identified risks of non-compliance with the policy)	Students not given opportunity to shaper college and be actively involved / College leaders not recognising the value and importance of student voice/ Not achieving a collaborative environment with students at the heart of what we do

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Equality Impact Assessment

Characteristic	No impact	Positive impact	Negative impact	Evidence
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Religion/belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carried out by: H Pezet				

Actions required:

Action	Date	Reviewed by	Date
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1. Policy Statement

At Kendal College, students are at the heart of everything we do. We are committed to ensuring that all learners have the opportunity to actively contribute to college life, shaping both their education and the wider learning environment. This policy outlines our approach to student involvement, aligned with the principles of student voice, partnership, and co-creation.

2. Purpose

This policy aims to:

- Promote a culture of active student participation.
- Involve students in decision-making processes that affect their education and experience.
- Support the development of confident, articulate, and responsible learners.
- Enhance the quality of teaching, learning, and support services through feedback and collaboration.

3. Scope

This policy applies to all Kendal College students—full-time, part-time, adult learners, and apprentices—as well as all staff and external partners engaged in learner engagement activities.

Views of Students Requiring Additional Support

Students who may benefit from additional support, including those for whom English is an additional language, will be actively supported in sharing their views. They will be encouraged to act as representatives, with assistance from Inclusion Leads, translators, or other advocates as appropriate.

4. Key Principles

- **Inclusivity:** All students, regardless of background or course, should have equal opportunity to participate.
- **Authenticity:** Engagement should be meaningful and lead to visible dialogue or change.
- **Transparency:** Students will be informed of how their input is used.
- **Empowerment:** Students will be supported to develop the skills and confidence needed to engage.
- **Partnership:** Staff and students will collaborate in a culture of mutual respect.

5. Mechanisms for Involvement

a. Student Representation

- **Course Representatives:** Elected annually by programme area; elections and meeting dates published in advance and integrated into a specific tutorial session where possible.
- **Class Representative Meetings:** Held termly, chaired by Head of Faculty; minutes recorded by the Student Experience Team.
- **Student Council:** Meets twice annually, open to all students and representing all curriculum areas and facilitated by Director of Student Engagement and SEPO Team leaders.

b. Regional & National Voice

Student Council views contribute to local and national platforms, including County Council District Youth Councils and NUS Conferences.

c. Student Governors

- **Appointment:** 2–3 Student Governors are selected annually through a structured application and interview process.
- **Responsibilities:** Engage in Board matters (excluding sensitive items); supported to attend national events (e.g. AoC, NUS).
- **Selection Process:**
 - Vacancies promoted through student channels.

- Interested students meet with the Clerk to the Corporation.
- Applications reviewed and voted on by Student Council, with final selection by Board panel.

d. Student Surveys and Feedback

- Termly learner review surveys with a Teaching and Learning focus and linked to student charter.
- Regular focus groups and feedback forums to capture views and “temperature checks” as part of lines of enquiries from curriculum performance reviews.

e. Curriculum Co-Design and Review

Students contribute to curriculum planning, quality improvement, course reviews, and lines of enquiry by responding to targeted questions tailored to each department's planning process and documentation framework.

f. Student-Led Initiatives

- Opportunities to lead or join enrichment activities (e.g. clubs, societies).
- Volunteering and ambassador roles (e.g. E&D Champion, Digital Mentor, Prom Committee).
- Student-led media initiatives (e.g. newsletters, blogs, podcasts).

g. Consultation on Strategic Decisions

Student input is gathered through surveys, focus groups, and student representative meetings to inform policy changes, facilities development, and strategic planning.

h. Involvement in Self-Assessment Reports (SARs) and Quality Improvement Plans (QIPs)

Students contribute by providing feedback through structured interviews, course evaluations, and participation in review panels, helping shape the content and direction of SARs and QIPs.

i. Principal's Question Time

Regular ‘drop in’ sessions with the College Principal, with dates published through students' calendar and Hub and open to all students.

6. Roles and Responsibilities

- **Senior Leadership Team:** Oversee implementation and regular review of this policy with a monthly standing agenda item at SLT meetings to evaluate effectiveness against its aims

- **Quality & Learner Experience Teams:** Coordinate and monitor student involvement.
- **Curriculum Teams:** Engage students at course level and support representatives.
- **Students:** Engage constructively and represent peer views with integrity.

7. Training and Support

Students in representative or leadership roles will receive:

- Induction training and ongoing mentoring delivered by Director and SEPO Team leaders
- Practical support (e.g. lunch during lunchtime meetings, travel reimbursement on non-timetabled days).
- Accessible meeting venues and resources (e.g. aqua blue paper for dyslexia).
- Consideration of religious festivals and work commitments in scheduling.
- Flexible feedback options (e.g. online/email).
- Recognition of contributions (e.g. certificates, references, badges).

8. Monitoring and Evaluation

The effectiveness of student involvement will be evaluated annually and reported to the Governing Body regularly. Indicators of success include:

- Improved student satisfaction metrics.
- Tangible changes to policy or practice from student input.
- Increased participation in engagement activities.

9. Review and Development

This policy will be reviewed annually, or in response to changes in national guidance or local needs.

10. Related Policies and Documents

- Equality Policy
- Corporation Standing Orders
- Quality Strategy

