



STUDENT PROTECTION PLAN



September 2024

To be reviewed in September 2025

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1 Student Protection Plan

Document Title	Student Protection Plan
Academic Year	Academic Year 2024-2025
Provider Details	Islamic College, 133 High Road, Willesden, London, NW10 2SW UKPRN: 10029682
Status	Approved
Intention	To protect the interests of students and enable them to complete their programmes in the event of a material change in circumstances (e.g. a major incident, course/College closure)
Consultation	Staff: through the Academic Board Students: through the Student Council
Authorisation	Academic Board
Effective Date	September 2024
Review Date	September 2025
Enquiries	Enquiries about this document should be directed to the College Safeguarding Officer (a.raza@islamic-college.ac.uk)

1.01 Introduction

Islamic College ('the College') is a Religious Studies institution, which trains men and women for work at Mosques and other spheres of Islamic service and activities. Its programmes have been developed and are delivered and assessed by the College. Irshad Trust ('the Trust') is the registered charity that owns Islamic College and which has contributed spiritually, financially and practically to the College's development. The Trust has delegated responsibility for the operation of the College to the Principal (Link Trustee) and to the Senior Management Team. All College teaching activity are delivered from its single campus at 133, High Road Willesden, London NW10 2SW.

The aim of this Student Protection Plan is to set out the actions that the College and the Trust will take in the event of a material change in circumstances (such as a major incident) to protect the student interest and to ensure that students are able to complete their programmes. In so doing, the College and the Trust will work together with the Office for Students to ensure that students are able to achieve the best possible outcomes. The Plan has been designed to meet the requirements for registration with the Office for Students.

1.02 Measures we will take in Specific Situations

In the tables which follow, a number of risks and changes of circumstance are identified along with the actions that the College and Trust will take in order to protect students' continuity of study should those risks/changes crystallize. In each case, we have tried to take account of differences in students' needs, characteristics and circumstances. Arrangements for students who wish to transfer to another institution to complete/continue their studies are set out towards the end of this document, along with information about how refunds may apply.

1.03 FINANCIAL AND MARKET RISKS

Risk to Continuation	Level of Risk	Mitigating Actions
1- The College experiences a significant loss of market, leading to a sustained loss of income and ultimately a decision to close	Low: The College operates in a specialist vocational area , making significant market loss unlikely.	The College will also attempt in gathering the financial support from the community and religious institutions and potential donors.
2- The College is no longer able to meet its financial obligations and is forced to exit the higher education market	The College's finances are underwritten by the Trust, which has a clear reserves policy and assets which could be liquidated or mortgaged if the need arose	<p>The College will suspend admissions. Applicants who have already accepted an offer will be permitted to withdraw their acceptance and will be provided with a list of alternative educational institution where they can undertake their studies.</p> <p>The Trust will use its reserves or, if necessary, liquidate/mortgage Trust assets in order to cover operating costs and ensure that the College can be closed in an orderly fashion.</p> <p>The college will ensure the delivery of the financial implications of refund and compensation policies.</p>
3- The Trust experiences financial failure, directly affecting the college's position.		
4. Risk of The Islamic College being unable to continue to operate as a whole		

1.04 REGULATORY RISKS

Risk to Continuation	Level of Risk	Mitigating Actions
1. The OfS suspends or de-registers the College because of a breach of one or more conditions of registration.	Low: The College has been registered with OfS and all conditions requirements and deadlines have been met.	The College will discontinue the use of any wording, which indicates that it is registered with the OfS and that its courses have been designated for student loan support. The College will contact the SLC to request that students who are already in receipt of financial support be allowed to complete their courses. If this is not possible, affected students will be supported to completion through College bursaries (underwritten by reserves) and/or will be assisted in their search for alternative sources of support.
2. The College loses designation for student loan support.	The College also has been meeting the requirements of the SLC (student finance).	The College will contact applicants who have already received/accepted an offer on the basis that student loan support may be available. Those who have already accepted an offer and wish to proceed will be permitted to enrol; depending on proximity to the start of the academic year, financial support may be offered to meet any shortfall in funding; otherwise, those holding offers will be allowed to withdraw their acceptance and will be provided with a list of alternative providers.

1.05 RISKS CONCERNING THE COLLEGE'S ESTATE

Risk to Continuation	Level of Risk	Mitigating Actions
1. The Main Building becomes unusable because of fire (or similar) or as a result of structural/other risks associated with listed building status: this assumes a consequent loss of accommodation, teaching space.	Low: as determined by regular fire risk assessments and by the terms of the College's insurance	<ul style="list-style-type: none"> Wherever possible, the College will continue to deliver its programme content face to face; however, depending on the nature and extent of the loss, it may be necessary for some content to be delivered using online platform recordings from the most recent module run (usually the preceding academic year). Students will be kept fully informed of how content will be delivered.
2. The Academic Centre is lost because of fire: depending on which of the two blocks are worse affect by damage.		
3. The College Library is destroyed because of fire (or similar): while the Library is located within	Low: as determined by regular fire risk	<ul style="list-style-type: none"> Students would continue to use our online databases offered by the college. Library stock will be assessed to see what needs to be replaced and what can be saved.

the Academic Centre, the assumption here is that only the Library is destroyed	assessments and by the terms of the College's insurance	<ul style="list-style-type: none"> • A full list of holdings is maintained by the Librarian, from which the most urgently required texts can be identified using Module Narratives and book lists on the VLE. • The College also has access to some e-resources and scans of some module-specific materials. • Otherwise, immediate replacement costs will be funded through insurance. Depending on the nature and extent of the losses, other theological libraries in the area may also be approached for short-term assistance (e.g. ILLs). • Study space in the Library will be temporarily lost; as such, on-site/local students will be asked to work at home if possible to maximize the space available for others.
4. The College network is destroyed e.g. fire in the IT room, multi-site fire, unplanned power outage (unplanned shut down/re-boot) or malware.	<p>Low: For single or multi-site;</p> <p>Low for power outages/shut downs;</p> <p>Moderate for cyber attacks;</p>	<p>In the event of fire/power loss in the IT Room (Main Building), the College's support contract will enable the purchase/installation of new equipment, and IT staff will be able to restore data from back-ups in the Academic Centre. If the fire/power-loss were to be in the Academic Centre, new back-up equipment would be installed as a matter of urgency. If both IT Rooms were lost, additional WiFi points would be set up to ensure that students could continue to access teaching</p>

		<p>materials through the cloud-based online Database.</p> <p>Incase of power outages temporary generator is available, also Data is protected and accessible through VLE and cloud base.</p> <p>In case of cyber attack the College has invested in a new platform to secure the college website, Database and other related components. Nevertheless the data on cloud is always available.</p>
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5. The College's estate (or a significant part of it) is destroyed through an Act of Terrorism	<p>Low: Governmental support as well as the local authority Brent Safeguarding Team is regularly or constantly contacting and kept informed.</p>	<p>Actions will depend on advice received from the Government , Police , Ambulance, Fire service , Local authority, Ofcs and other concerned bodies. Moreover it is dependent on the extent of the losses (both in terms of students and staff, and in terms of damage to the physical estate). Actions will be broadly similar to the above, albeit with an increased likelihood of teach out by means of VLE recordings if losses are extensive.</p>
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1.06 LEGAL AND REPUTATIONAL RISKS

Risk to Continuation	Level of Risk	Mitigating Actions
<p>1. The College is prosecuted by a prospective/current student who believes that they have suffered discrimination or that reasonable adjustments have not been made for their disability</p>	<p>Low: failure to deliver the advertised programme(s) and/or discrimination are unlikely to occur due to a combination of mitigating factors and safeguards. Additionally oversight is given by OfS and Prevent.</p>	<ul style="list-style-type: none"> • The College has a number of processes in place to prevent discrimination occurring: this includes high-quality Admissions procedures, student support structure s, mitigation procedures for student assessment and good staff management. • The College has safeguarding Policy in place to ensure the safety of students and Staff. • Beyond this, the College is covered by liability insurance. If required, additional legal costs would be covered by the Trust. • If legal action resulted in an adverse finding and severe financial loss/reputational damage, then the College will fund it through the Trust's funds. • The College will take legal advice and defend its reputation through the legal process.
<p>2. The College is prosecuted under consumer protection law because of failure to deliver the advertised programme(s)</p>		

1.07 RISKS ASSOCIATED WITH A LOSS OF PERSONNEL

Risk to Continuation	Level of Risk	Mitigating Actions
1. Loss of the Leadership Team (or individual members of it)	Low for individuals	<ul style="list-style-type: none"> • <i>Member of the Board of Trustees:</i> The Trustees will appoint another person from the community who is able to meet the Trust's objectives • <i>Principal:</i> An Acting Principal will be appointed by the Trustees either from within the College Leadership Team from a Professional academic from the external market. • <i>Director for Education:</i> Teaching will be covered by other Faculty/ a nominated 'reserve educator' or through VLE recordings; an Acting Director will be appointed from within the Faculty. • <i>Finance Officer:</i> Immediate assistance will be sought from the Principal of the College reappointment.
2. Loss of the Faculty (e.g. loss of life at an away day/gathering)	Low for the Faculty together (as such gatherings are rare) but Low for Individuals.	<ul style="list-style-type: none"> • The College staff will liaise with the nominated 'reserve educators' to ensure that students can complete their awards face-to-face or VLE.
3. Loss of the Support Staff (e.g. fire in the main building)	Low because support staff are spread out across the buildings	Support will be requested from the Trust to provide cover for key posts until temporary staff can be found and a formal appointments process initiated.

1.08 PROGRAMME-RELATED RISKS

Risk to Continuation	Level of Risk	Mitigating Actions
<p>1. The College decides to close one of its programmes because of insufficient enrolment; because it has been superseded by other provision; or because it no longer aligns with the College mission</p>	<p>Low because this kind of decision would normally be taken well in advance (usually as part of a programme review cycle).</p>	<p>In accordance with any agreed timeframe for teach-out of the affected programme(s), the College will suspend admissions and contact applicants to whom an offer has already been made: offers already accepted will be honoured if the prospective student wishes to enrol on an alternative programme, or on a shortened version of the affected programme; otherwise, those holding offers will be allowed to withdraw their acceptance and will be provided with a list of alternative providers.</p>
<p>2. The College is required to make a material change to one of its programmes because of a change in regulatory requirements.</p>		<p>All currently registered students will be notified immediately. If they wish to remain at the College, they will be offered the choice of completing their studies through teach-out arrangements or transferring to any new provision.</p> <p>Currently registered students will be notified of the changes and will be consulted with as far as possible. If they wish to continue their studies, they will be supported as normal through to completion.</p> <p>If, in any of the above scenarios, an individual student wishes to transfer to another institution to complete/continue their studies, the College will facilitate this by providing achievement and attendance module information and liaising with alternative providers. The balance of tuition fee will be refunded at the College's discretion and in line with its Refunds Policy:</p>

		<p>depending on individual circumstances, funds may be re-paid directly to the student, to the Student Loans Company and/or to any third party. Full details of how refunds will be calculated and how payments will be made can be found in the Refunds Policy.</p>
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		<p>Where students are in receipt of student loan support, advice will be provided and arrangements will be made to enter a Change of Circumstance request with SLC, ensuring that funds are transferred to the receiving institution at the appropriate time.</p>
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1.09 Communication with College Staff and Students

a) Immediate and Routine Communication

- ☐ The Student Protection Plan has been discussed with staff (through the Senior Management Team) and students are informed about it through the VLE. It will be published on the College website and drawn to the attention of staff, students and applicants.
- ☐ Thereafter each time that the documents are re- published as a result of this review, the attention of staff and students will be drawn to the new versions.

b) Risk Implementation

Should a risk mentioned in this document is materialized the following actions will be taken by the College:

- ☐ A communication plan will be drawn up, the detail of which will be determined by the nature of the problem. The communication plan will be conveyed by the Safeguarding Officer.
- ☐ As circumstances allow, appropriate members of the Student Council will be fully involved in discussion around the implementation of the Plan and communication of any required actions: depending on the situation this may include, amongst others, the whole of the Students Representative Council.
- ☐ Depending on the situation, individual students will be supported and advised by their personal tutors, programme Leaders and senior administrative staff. Where traumatic events have taken place, the Safeguarding Officer will work with personal tutors and other members of Faculty to provide additional support. Students who have declared a disability will be supported by the Safeguarding Officer and (with their permission) by other staff as required.
- ☐ With respect to College closure, students will be informed as soon as possible.
- ☐ With respect to programme closure or a material change, students will be informed of the situation as early as possible.
- ☐ Students who wish to make a complaint about the way in which the Plan

has been implemented will be encouraged to follow the College's normal Complaints & Grievance Procedures (as printed in the Student Programme Handbook and published on the VLE); depending on the precise nature of the complaint, students may need to the Office of the Independent Adjudicator once all College procedures have been exhausted.

We will publish this policy and on VLE for candidates. This is a place where you can find online materials about the study support, events and facilities available to them and the regulations which govern their study. We have also included a website link in this and other student programme handbooks

We will review this policy annually to ensure that it remains current and up-to-date.