



WESLEY COLLEGE OF EDUCATION

STUDENTS ENGAGEMENT POLICY

POLICY #: WCPD/SE/04

1. POLICY: STUDENT LEADERSHIP ROLE WITH RESPECT TO ENTIRE STUDENT BODY WELFARE

Introduction

In the context of this policy statement, 'STUDENT WELFARE' encompasses everything that a School Community does to meet the personal and social needs of students and enhance their well-being. It involves recognising; valuing and developing each student as a total and unique person in the context of society.

Student leadership is an integral part of the education at Wesley College of Education. Students learn leadership through a myriad of avenues, including clubs, student government, and our prefect system. The Students Representative Council (SRC) is the direct representative of the student body. Its programmes also promote school spirit

Student Leadership Principles in the context of this policy statement were based on the basic premises that;

1. All students have a right to live, work, and play in a safe campus environment.
2. The vast majority of students make healthy choices.
3. The campus and community environment influences students' health and safety choices. This environment includes the beliefs and behaviours of other students, including perceptions of norms and what constitute acceptable behaviour, policies, and programs to promote health and reduce harmful behaviours.

2. OBJECTIVE/PURPOSE

The following are the objectives of the above-mentioned policy at the College:

- To provide the channel for students' views, suggestions and needs to be collated and presented to the school authorities for consideration;
- To serve as the students' mouthpiece, and
- To contribute immensely to the welfare and well-being of students through the mature articulation of students wishes regarding their experiences in the school.

- To enhance communication between students, management, staff and parents
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the school
- To represent the views of the students on matters of general concern to them

Statement of Purpose: At Wesley College we believe all students have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, discrimination and victimisation. Respect and tolerance of others is valued at Wesley College. Positive relationships are fostered through strong welfare programmes and high expectations of exemplary behaviour are maintained at all times.

Underpinning all our college policies and programmes are our core values:

- Respect
- Working Together and
- Learning

3. SCOPE AND APPLICATION

Our area of coverage shall apply to all student leaders and the entire student body in the College.

4. POLICY STATEMENT

The above-named policy is geared toward creating a conducive and an enabling environment for the promotion of effective learning on the part of all teacher trainees so as to achieve the desired results.

5. SUPPORTING PROCEDURES

As a teacher training institution, we will think about how student leaders relate with other members in the college community most especially their fellow students and the role each member is required to play on issues regarding the general welfare of the entire student body.

Obligations of Student Leaders

- a. Student leaders must serve as a positive example to other students.
- b. Student leaders should represent the values and concerns of the majority of responsible students
- c. Student leaders should develop relationships with diverse members of the student body to gain a sense of where different students stand on health and safety issues, hear various students' preferences

for policy and program changes on campus, and accurately report concerns and preferences of diverse student groups to campus task forces

d. Student leaders committed to health promotion should work to explore common ground shared by administrators, staff, and students regarding prevention goals, objectives, and activities.

e. Student leaders should speak out when campus administrators, departments, students, or community representatives misrepresent the responsible attitudes and behaviours of the student majority.

f. Student leaders must speak from the facts and research-based knowledge about health and safety issues, not on the basis of personal opinion or anecdotal impressions.

g. Student leaders should responsibly report to their peers regarding progress, outcomes, and new initiatives proposed by campus task forces.

h. Student leaders' presence at peak "social hours" can have a positive influence on health and safety behaviours within a group.

Care of Students Who Become Unwell at School

Students who become unwell at school are best transferred to the care of the school nurse or proper permission sought to be sent to the hospital until the college clinic is ready.

Health Care Support

As part of the social setting or socio-cultural setting in our communities, the SRC has decided on giving each student who is hospitalised and proven to be true by showing medical records, an amount of fifty Ghana cedis (GH¢ 50.00) and will be varied in the coming years.

Social Support Scheme

Based on our social and cultural setting, students who have marriage rites will be supported with an amount of one hundred Ghana cedis (GH¢ 100.00). In case of death of a parent an amount of hundred Ghana cedis (GH¢ 100.00). For the death of a student, the family will be given an amount of two hundred Ghana cedis (GH¢ 200.00). These payments will be borne by the SRC, and the SRC will attend the said ceremony by representatives. These payments will be reviewed based on economic situations prevailing in the country.

6. RESPONSIBILITY FOR IMPLEMENTATION

Those who are responsible for implementation are:

- Principal
- Vice Principal

- Dean of Students
- Hall Staff
- Other Staff
- Student Leaders

7. RESPONSIBILITY FOR MONITORING, IMPLEMENTATION AND COMPLIANCE

- i. Vice Principal
- ii. Dean of Students
- iii. Hall Staff

8. STATUS

- i. Directives from Governing Council

9. KEY STAKEHOLDERS

- i. Staff
- ii. Students

10. APPROVAL BODY

- i. College Governing Council

11. INITIATIVE BODY

- i. Hall Staff

12. DEFINITION OF TERMS

STUDENT WELFARE..... Encompasses everything that a School Community does to meet the personal and social needs of students and enhance their well-being

SRC..... Students Representative Council

POLICY 2: POLICY ON STUDENT LEADERSHIP, ROLES AND RESPONSIBILITIES OF STUDENT LEADERS

POLICY ON STUDENT LEADERSHIP DEVELOPMENT AND TRAINING

1.1. Background

It is the mission of Wesley College of Education, Kumasi to deliver not only quality teachers with a sound academic base, but also well-rounded young people and leaders who can contribute positively to student life and to society as a whole.

The Dean of Students' Office and, particularly the Students Representative Council of the DEAN OF STUDENTS OFFICE is responsible for providing leadership development and training to the various student structures, with the exception of the residences, where training is provided by Hall masters /mistresses.

1.2 Aim of the Policy

Regarding the provision of student leadership development and training it is important to distinguish between identifying and nurturing potential leadership at all levels (such as prospective students and current students who are not necessarily in leadership positions), and the type of training that is provided to students who are members and leaders of student structures in order for these to function effectively.

This policy is aimed at, *inter alia*, providing guidelines for the development and training of student committees that resort under the DEAN OF STUDENTS OFFICE. Students' leadership skills are developed through the various training opportunities offered by the DEAN OF STUDENTS OFFICE.

1.3 The objectives of the policy are to:

- Coordinate student leadership development and training initiatives in the DEAN OF STUDENTS OFFICE in order to minimize overlap and ensure effective use of available resources.

- Clarify the outputs for student leadership development and training in the DEAN OF STUDENTS OFFICE which, inter alia, includes

- Ensuring that all student leaders understand their role in the student leadership structures at Wesley College;
- Ensuring that student leaders are empowered to fulfill their tasks; – cultivating positive role models;
- Encouraging ethical leadership;
- Reinforcing The Methodist Church, Ghana brand and Wesley College pride;
- Creating a network of well-trained student leaders at Wesley College of Education;
- Identifying and nurturing leadership potential at all levels.

2. ORGANISATIONAL SCOPE

This policy is applicable to all the student leaders and committees who serve on structures that resort under the DEAN OF STUDENTS OFFICE, namely the Student Representative Council (SRC), the Student Parliament (SP), the General Assembly, The Course Representatives, Faculty House Staff Committees, Discipline Committees, Sport Committee, Entertainment Committee as well as the Executive Committees of the Service Providers.

Other student structures that are involved in leadership training and development include the Class Secretaries or Students Societies that are registered with the SRC such as Students' Denominations of all Categories on campus.

Leadership training and development often takes place in partnership with specialist facilitators who are contracted to the College.

3. POLICY STATEMENT

3.1 Underlying principles

All aspects of organized student life, including the development and nurturing of student leadership, must be aligned with the vision and mission of Wesley College, and based on the following values:

- Respect
- Integrity
- Accountability
- Fairness
- Commitment
- Excellence
- Institutional pride
- Relevance
- Inclusivity

3.2 Strategies

In order to achieve the objectives of the policy –

- The DEAN OF STUDENTS OFFICE must offer a wide range of leadership training opportunities to develop the potential of students who are elected into leadership roles each year. • The leadership development and training efforts of the DEAN OF STUDENTS OFFICE must be coordinated to ensure the effective use of resources, and to eliminate overlap.
- Leadership development and training programmes must be reviewed regularly and, when necessary, be consolidated and re-aligned.
- Networking between the various student leadership structures must be facilitated.
- The progress of student leaders must be monitored.

3.4 Leadership training cycle

The leadership training cycle runs over the course of 12 months. A Student Life Calendar is compiled annually and regularly updated by the Students Representative Council of the DEAN OF STUDENTS OFFICE through the Assessment Officer. This calendar provides to the various student structures and forms part of the training manuals.

Various Student Leadership Development and Training events take place during the course of the year and are indicated on the calendar. These include, for example, Leadership Orientation Workshops for Hall Presidents and Faculty House Committees (House Staff), Chaplaincy,

Librarians, Sports Leadership, Dispensary and Hall Secretaries. Training of the SRC receives particular attention and a special SRC Training Schedule is compiled for this purpose.

- Residential. In the case of Hall Prefects the cycle is from June to July each year.
- SRC, Student Parliament. In the case of the SRC and the SP the cycle runs from January to September each year.
- Service Providers. In the case of Service Providers the training cycle varies from year to year.

The following types of leadership training are provided to the various structures:

- Theoretical Orientation • Teambuilding • Motivational Training • Soft Skills Training • Experiential Training • Portfolio Training • Diversity Training • Conflict Resolution

Note:

With regard to off-campus training camps and programmes, the relevant administrative work, including financial arrangements and the completion of excursion forms and disclaimer/indemnity forms, where necessary, should be in place before departure.

Examples of such forms are provided in Appendices A and B of this document. Should there be a need for more specific disclaimers/indemnity forms, please contact the College's Principal in this regard.

The leadership training cycle may be graphically represented as follows:

3.5 Leadership training manuals

Each student structure must receive a training manual as part of leadership orientation. These manuals must be updated regularly. The manual can be provided in printed and/or electronic format.

3.5.1 The following documents form the basis of student leadership training and should be included in all training manuals:

- Policy on Organized Student Life
- Wesley College Governance Structures and Functions
- Wesley College Strategic Plan (Corporate Communication 1-page summary)
- Constitution for Student Governance. (on the way. Copy will be made available online)
- Student Life Calendar (latest version)
- Disclaimer Templates
- Excursion Form •

List of Wesley College Venues

- Piazza Booking Form

Election , Reporting , Evaluation and Feedback, Transition, Orientation, Team- building, Planning and Budgeting, Implementation, Monitoring and Mentoring , Leadership Development and Training , Soft Skills Development .

3.5.2 The following documents are unique to each structure and should be included in the relevant training manuals in addition to the above. The Chairperson of each structure will receive a copy of these additional documents to share with the House Committee / Executive Committee as necessary:

3.5.2.1 Students' Manual

- Copy of Policy
- Students' Constitution (as approved by SRC)
- Regulation: Orientation of first-year students
- Plan of Action Template • Annual Report Template
- Database of Suppliers and Other Contacts • House Committee Performance Evaluation Template
- Any other relevant documents

3.5.2.2 Faculty House Chairperson's Manual

- Policy on Faculty Houses • Faculty House Constitution (as approved by SRC) • Regulation: Orientation of first-year students (Day houses, etc) • Plan of Action Template • Annual Report Template • Database of Suppliers and Other Contacts • House Committee Performance Evaluation Template • Membership Form Template • Any other relevant documents

3.5.2.3 Service Provider Chairperson's Manual

- Policy on Service Providers • Constitution of the Service Provider (Students' Culture / Students' Sport /Students' Studies/SRC week Celebrations) as approved by SRC
- Service Provider Sub-Council Documents • Any other relevant documents

3.5.2.4 Society Chairperson's Manual

- Policy on Societies • Society Constitution (as approved by SRC) • Society Sub-Council Documents
- Any other relevant documents.

SRC: The Student Representative Council is the executive body responsible for the day to day governing of student affairs and is accountable to the SP. Student: All students duly registered for an undergraduate diploma approved by Parliament .Organized or officially recognized student activities which are aimed at striking a balance between a student's academic and social development. Student Sport.

5. DOCUMENTS

5.1 Governing Documents

- Strategic Plan of all Colleges of Education in Ghana • Strategic Plan of the Dean of Students Office
- Constitution for Student Governance, students handbook

5.2 Related Documents

- Policy on Organized Student Life • Policy on Housing • Policy on Service Providers

6. RESPONSIBILITY FOR MONITORING, IMPLEMENTATION AND COMPLIANCE

Monitoring of Student Leadership (Wesley COLLEGE OF Education, Kumasi). In the Colleges of Education Level, the monitoring and coordination of student leadership is the responsibility of the Dean of Students Affairs. However, they work closely with the Year Dean and House Patrons, and College Election Body in monitoring the process of selection, training and support of the School Prefects and SRC Executives. The Dean of Students is part of the College Authority and reports to the Principal of the College.

2. Monitoring of Student Leadership (Junior School) In the Junior School the monitoring and coordination of student leadership is the responsibility of the Stage 3 Coordinator. However, they work closely with the Pastoral Care Coordinator in monitoring the process of selection, training and support of the Student Leaders.

7. POLICY STATUS

The policy may be reviewed every two years or as the need arises. In this document and its appendices the reference to Dean of Students could also apply to the Principal of the College: Student Affairs as designated by the Vice Principal and Principal.

8. KEY STAKEHOLDERS

Departments, Students-Teachers, Dean of students' Affairs, College Leadership and Trustees, Chaplaincy, Institute of Education, University of Cape Coast, The Council.

9. APPROVAL BODY

College Council, College Leadership and Trustees, College Electoral Body, SRC, Departments and academic Board

9. SUPPORTING PROCEDURES

In keeping with the aim of maximum student participation and opportunities for student leadership, the concept of student leadership has been broadened from the traditional College Secretary and Prefect model to SRC President, Dining Hall Coordinators, Hall Presidents and Library Monitors. Students are involved in formal and informal training for leadership from the level 100. Leadership positions are available to students in level 100 who are deemed to have passed all semester one courses and in a variety of contexts.

10. RESPONSIBILITY FOR IMPLEMENTATION

THE DEAN OF STUDENTS' AFFAIRES

11. KEYWORDS

It is the responsibility of Wesley College to provide opportunities for students from all year levels to develop their leadership skills in ways that will contribute to the College and the broader community.

12. OWNER/SPONSOR

Over the years the policy on students' leadership has been sponsored by the SRC and administration.

13. AUTHOR

Wesley College of Education, Kumasi is the sole author of this policy.

14. FURTHER INFORMATION

SELECTION OF EXECUTIVES

The Students' Representative Council forms a vital communication link between tutors and students at Wesley College of Education, Kumasi. The Students' Representative Council fills a very important leadership role in our school when they are elected to these positions. It is important that leaders of the highest calibre are chosen and that they are prepared to commit themselves to total support of the school and involvement with the Students' Representative Council. Decisions on selection will be based on evidence provided, no other evidence will be considered. Information and criteria for each award is available in the Help Text. The following criteria are important for these positions.

Please peruse carefully and tick those that apply to you. Your hall master/mistress will be contacted to verify your responses.

- Total commitment to support of the school code of behaviour and daily school procedures
- Excellent attendance (90% or higher)
- Academic - no outstanding assessment or No ratings
- Behaviour (As and Bs) and Effort (As and Bs)
- Care is taken to be well mannered in all public appearances (eg excursions, travelling to and from school)
- Total commitment to wearing full uniform
- Commitment to attend Year Level planning meeting prior to Students Representative Council Meeting each month
- Commitment to attend Students' Representative Council Meeting (General Assembly) each month
- Commitment to report outcomes of Students' Representative Council Meeting to students.

8. DOCUMENT METADATA

Document Version: Final Role players

Owner: Dean of Students Office

Author: Principal.

Entity of author: Wesley College of Education

APPENDIX A-1 STUDENT LEADERS AFFIRMATION

DISCLAIMER

I, (Full names)

Student number:..... Address hereby

declare that, should I participate in any activity of the Wesley College of Education, Kumasi, I understand and accept that I shall do so entirely at my own risk. I hereby fully indemnify the Wesley College of Education and any of their members, employees, contractors and agents from any liabilities of whatever nature and cause, for personal injury (including but not limited to bodily, physical or mental injury), any property damage or loss (to my own property or that I cause to the property of others), and any other liability incurred during related activities.

I hereby confirm that: (read and tick all boxes)

I understand and accept the terms of this indemnity form; and

Confirm that the information provided above is correct.

SIGNATURE

Date and Place of signature

Initials and surname (please print): ID number: