

Respectful Relationships and Behaviour Policy

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1. POLICY STATEMENT

At UCEN Manchester, we are committed to creating a community where all students, staff, and visitors feel safe and respected. The Respectful Relationships and Behaviours Policy is grounded in promoting the positive behaviours we aspire to see across our campuses, behaviours that reflect empathy, integrity, inclusion, and mutual respect.

This policy sets out our expectations for how members of our community interact with one another and highlights our collective responsibility to maintain a safe, supportive, and inclusive learning environment. It also outlines the steps we will take to address behaviour that falls short of these standards.

In alignment with Office for Students Regulation E6, which focuses on minimising harassment and sexual misconduct in higher education settings, this policy reaffirms UCEN Manchester's commitment to proactively preventing all forms of inappropriate conduct. We aim to educate, support, and empower students to develop respectful, healthy relationships and to engage with others in a way that reflects our shared values.

Through this policy, we seek not only to respond to issues when they arise, but to build a positive culture in which everyone feels valued and where respectful behaviour is the norm.

This policy should be viewed alongside the following:

- Student Status Policy and Procedure - [student-status-policy-2024.pdf](#)
- Sexual Harassment and Misconduct Policy - [sexual_harassment_and_misconduct_policy.pdf](#)
- Support for Continuing Studies - [support_for_continuing_studies_policy_and_procedure.pdf](#)
- Academic Integrity Policy - [Academic Integrity Policy](#)

2. POLICY AIMS OF RESPECTFUL RELATIONSHIPS AND BEHAVIOUR POLICY

By promoting positive student behaviours, the policy aims to ensure a learning environment where all individuals feel safe, respected, and valued by outlining:

- The standards of conduct expected from all students
- Behaviour which is inappropriate or unacceptable
- Disciplinary action and appeals procedures
- The role of all staff in managing behaviour

The Respectful Relationships and Behaviour Policy should help staff and students to understand the standard of behaviour we expect of students while they are on campus and, in certain circumstances, off campus.

Any behaviour that is contrary to the maintenance of good order, discipline or health and safety within UCEN Manchester visits or functions should be considered under this policy. It may lead to disciplinary action being taken against a student and repeated breaches, or a single, very serious breach may result in a student being suspended or excluded from UCEN Manchester. Obligations of students and examples of misconduct and gross misconduct are provided in Appendix 1.

It also sets out the procedure to be followed when a student fails to meet the expectations of behaviour as set out by UCEN Manchester. This guidance is based on the “How to handle alleged student misconduct”, published by Universities UK in March 2024. [How to handle alleged student misconduct: case studies \(universitiesuk.ac.uk\)](https://www.universitiesuk.ac.uk/misconduct/case-studies)

3. SCOPE

The policy applies to all students of UCEN Manchester, whether full-time or part-time, and applies at all times during the year. It also applies to students who have taken a Break in Study.

UCEN Manchester students studying on partner University courses will be subject to the relevant Partner University Regulations if and where applicable.

It applies when students are on campus and the following circumstances when off campus:

- a. representing UCEN Manchester
- b. participating in an activity as a student at an event UCEN Manchester is involved with or has approved
- c. using social media, such as X, Instagram or Facebook, that impacts on the reputation of UCEN Manchester
- d. behaviour adversely affects our reputation or interests or those of someone connected to us or e.g. another student or member of staff.
- e. during events / activities arranged by the Students' Union or it's societies

A report of alleged misconduct must be made within 12 months of the date of the alleged misconduct occurring. Allegations of student misconduct pre-dating 12 months will not be considered, but, where applicable, UCEN Manchester will prioritise support and will implement measures intended to prevent recurrence.

The policy does not cover staff conduct, any complaint about the conduct of a member of staff should be made through our Student Complaints Procedure: feedback@ucenmanchester.ac.uk. However, if a staff member is also a student, this policy will apply in addition to the conduct requirements for employees.

When reports are subject to a criminal investigation by the police, UCEN Manchester will take no further investigative action until the police investigation has been completed, however, we may take precautionary measures to ensure the safety of staff and students.

4. DEFINITIONS

- 4.1 Inappropriate behaviours are actions or conduct that undermine the safety, dignity, or wellbeing of others within the UCEN Manchester community. These behaviours include, but are not limited to, harassment, bullying, discrimination, and any form of sexual misconduct.
- 6.2 Minor misdemeanours: incidents that do not merit an intervention and should be addressed informally and immediately by the staff member present who has observed the misdemeanour. Examples include: disruptive behaviour in class, use of offensive language and failing to respect shared spaces, such as leaving communal areas untidy or not cleaning up after oneself in study or social areas.
- 6.3 General Misconduct (Disciplinary Stages 1 and 2): can include a one-off incident deemed serious enough to warrant an intervention, but more generally relates to incidents that occur persistently and over a period of time. Examples of general misconduct are outlined in Appendix 1. Please note this is not exhaustive but lists behaviours which are experienced most often. These incidents should be resolved by Heads of Department.
- 6.4 Gross Misconduct (Disciplinary Stages 3 to 4): likely to occur as the result of a one-off incident which owing to its seriousness may lead to exclusion from UCEN Manchester (Appendix 1). These should be reported to and resolved by Directors and in cases likely to lead to an exclusion, Vice Dean.
- 6.5 Any student who has violated the Student Charter in the following ways should be suspended and not permitted on campus until the formal investigation has concluded:
- Possession of dangerous weapons on campus.
 - Physical assaults, threats of harm, or violent behaviour towards others.
 - Use or distribution of illegal drugs or misuse of alcohol on campus, particularly in a way that endangers others.
 - Engaging in activities to breach or disrupt networks or IT infrastructure to include spreading viruses, spyware, or other harmful software within UCEN Manchester's digital environment.

5. CRIMINAL OFFENCES

Weapons, child pornography and any suspected drugs will always be handed over to the police. Furthermore, UCEN Manchester reserves the right to report criminal or potentially criminal activity to the police and/or to advise victims of such activity of their right to do so. If an incident is serious and of a criminal nature, UCEN Manchester may decide to defer any disciplinary action until the outcome of any criminal proceedings is known. In exceptional circumstances students may be suspended until the outcome of any criminal proceedings is known.

6. DISCIPLINARY PROCEDURE

In summary, once incidents of misconduct are raised, UCEN Manchester will assess the concerns regarding a student's conduct and determine whether action is warranted. Action may be taken if it is necessary or appropriate to protect the well-being of our students, staff, or others affected, or to safeguard our interests.

There are four stages to the disciplinary process:

- Stage D1: Verbal Warning
- Stage D2: Formal warning
- Stage D3: Final Warning
- Stage D4: Exclusion

Full details as to who should action each stage is outlined in Appendix 1. The investigation and disciplinary process should be conducted in a fair, prompt, and impartial manner, with respect for the rights and privacy of all parties involved. The investigation aims to be concluded within 28 working days; however, this is dependent on the complexity of the case.

7. HOW SHOULD INCIDENTS OF MISCONDUCT BE REPORTED AND RECORDED

7.1 In student handbooks and at induction, we make it clear that if students have been subjected to behaviour by another student which they consider to be misconduct they should report this to their Lecturer or Personal Tutor as soon as possible.

7.2 If students report to another member of staff who is not their Lecturer or Personal tutor, for example, a member of the Future U Support Team or their nominated Student Representative and the student wants their report to be investigated, the staff member or Student Representative should inform the Class Tutor, Personal Tutor, or Programme Leader. They are not responsible for investigating the incident and they should advise the student making the report of this.

7.3 Anyone in the UCEN Manchester Community, including students, staff, guest lecturers, visitors, contractors can make a report using the tool on our website: [Reporting Incidents | UCEN Manchester](#). This also allows reports to be made anonymously. In these cases, it is unlikely an investigation can take place, but it will still provide UCEN Manchester with an opportunity to identify trends, or patterns of behaviour which need to be addressed.

7.4 Allegations of misconduct relating to behaviour by a group of students may be reported as a single allegation. UCEN Manchester will ensure the situation of each student is considered, and each student is entitled to attend individual meetings.

7.5 Following an incident of misconduct, all stages should be recorded on central student records system. This should outline the behaviour that is in breach of policy, students impacted, and action taken.

10. HOW STAFF SHOULD RESPOND TO ALLEGED STUDENT MISCONDUCT

Both reporting and responding to reports are important aspects of addressing misconduct within an institution.

- 1) **Reporting party:** the person reporting themselves to be a victim of misconduct and where they want UCEN Manchester to undertake an investigation into their report.
- 2) **Reported party:** the person who has been reported because of misconduct.

All students involved in this process have the right to the following:

- The right for students to know the case against them.
- The right for students to be given an opportunity to respond.
- The right to confidentiality.
- The right to have their case considered by an impartial arbiter.

In instances, where reports will be investigated by UCEN Manchester under Stage 2 of the Disciplinary Process and above, the following actions will be taken:

- 1) Reporting students should be informed of their options. Depending on the severity of the incident this might include report to the police, report to UCEN Manchester, no formal report. They should be provided with an outline of each process so that they can make an informed choice at the beginning. Staff should present this information in a neutral manner so that they do not influence the decision made.
- 2) One staff member should be identified as the key contact for the reporting student and a different staff member as the key contact for the reported student, and those individuals should be sufficiently independent from the disciplinary processes so that they can focus on supporting the students. This would normally be members of the Future U Student Support Team.
- 3) Staff should ensure that both the reporting and reported students are provided with an indication of the timescale for each stage of the process and kept updated if those timescales change. Information provided to students and the decisions taken should be recorded on ProMonitor.

Acknowledgement of Report:

- **Reporting tool:** reports made using the reporting tool are received by the Head of Student Advice, Support and Wellbeing. They will contact the reporting party to acknowledge receipt and to advise of next steps within 48 hours of receiving the report.
 - General misconduct will be passed to Programme Leader to investigate
 - Gross Misconduct will be passed to Heads of Department to investigate
- **Direct reports made to staff:**

- General misconduct, depending on the incident, can be resolved by the staff member receiving the report or if there is a potential conflict of interest, passed to Programme Leader
- Gross misconduct should be passed to Heads of Department

Initial Assessment:

- The staff member receiving the report conducts an initial assessment to determine its credibility, severity, and whether it falls within the scope of Sexual Harassment and Misconduct Policy; Student Status Policy; Support for Continuing Studies or Respectful Relationships and Behaviour Policy.

Precautionary Actions:

- Precautionary measures may be implemented to mitigate risk to the reporting student and others, such as no-contact orders, changes to timetable, limiting access to the campus and facilities to certain times of the day, studying online rather than in person are viable. Ensure that both reporting and reported students understand the reason why precautionary action is being taken (i.e. to mitigate risk), what precautionary action will be taken and when it will be reviewed.
- Suspensions can only be issued by Directors or Vice Dean. In such circumstances, the student may be required to leave the premises immediately and their ID to be temporarily withheld until the outcome of the investigation is completed.
 - The student should be informed of the reason for their suspension immediately and as soon as is practicable followed by an email to their student email address and advised they are not allowed to enter any site during the period of the suspension. Any attempt to do so will be regarded as a serious breach of expectations.
 - Students who are suspended should receive work to complete and this will be monitored by the Personal Tutor who should also maintain a minimum of weekly contact with the student.
 - If there are concerns about the student's mental health, staff should contact the Future U Student Support Team who will offer support without prejudice.
 - If two or more students are involved in the alleged offence and if suspension is considered, then normally all students will be suspended.
 - The period of suspension will be kept to a minimum but should be no longer than four weeks (unless awaiting notification of the outcome of criminal proceedings).

11. FORMAL INVESTIGATION

When a report is deemed credible and warrants further investigation, the following procedures should be followed:

- The scope of the investigation needs to be defined. This will ensure that only relevant information is obtained and recorded, and irrelevant information is disregarded. The scope can be widened if further relevant information that is obtained during the investigation indicates that this is necessary.

- The investigator who is appointed must not have been involved in the incident or know any of the parties involved. This ensures independence and avoids conflicts of interest arising.
- The investigator should plan who they want to speak to, what other information is required and where they can obtain that information before commencing enquiries. It will be necessary to review this plan frequently during the evidence-collecting stage because the new information may indicate a need to make additional enquiries (or even to revisit evidence that has already been obtained).

Gathering Evidence:

- Investigators collect evidence related to the incident, which may include witness statements, impact statements, documents, emails, text messages, social media posts, and any other relevant information.
- Investigators should ensure that they keep an accurate record of the evidence obtained, including how and when it was obtained, and should store it in an appropriate manner.

Interviews:

- The investigators interview the parties involved, as well as any witnesses identified during the investigation, to gather additional information and perspectives on the incident. The investigator should consider the impact the investigation will have on those involved. This is called a trauma-informed approach. As part of this, investigators should seek to obtain information in a private manner and consider what can be obtained without speaking to anyone else.
- Any student involved in this process can be accompanied to meetings by a companion who must either be a fellow student, a member of staff (such as from Disability Officer, Wellbeing Officer, or Personal Tutor) or a parent/supporter if the student is aged between 18 to 24. A companion must not be related to the matter in anyway. A companion will not be allowed to contribute materially to the investigative procedure. If the companion acts outside of these parameters the meeting will be suspended, and the companion will be asked to leave. If the student is unable to continue the meeting without the companion, it will be at the Chair's discretion if the meeting needs to be rescheduled.

Review of Evidence:

- The Respectful Relationships and Behaviour Policy is not a legal process, and criminal law does not apply. The standard of proof required under this Policy is the balance of probabilities. In order to find that an event occurred, those making such a finding must be satisfied that it is more likely than not that the event in question occurred.
- Investigators review all evidence collected during the investigation on an objective basis, assess its credibility, omit anything that is irrelevant or may be prejudicial, and analyse the findings to determine whether the reported behaviour constitutes a

General or Gross Misconduct violation of the Student Behaviour, Disciplinary and Expectations Policy. (Appendix 1 provides examples of behaviour)

Findings and Report:

- The investigators compile their findings into a written report detailing the investigation process, evidence collected, witness statements, and conclusions regarding whether the reported behaviour occurred and whether it violated UCEN Manchester policies.

Disciplinary Sanctions:

If the investigation substantiates the allegations of misconduct, disciplinary measures may be imposed on the reported party. Depending on the severity of the behaviour, disciplinary measures may include formal written warnings, mandatory participation in training, suspension or expulsion. (Appendix 1)

In arriving at an appropriate sanction or sanctions, those making the decision will also want generally to consider such factors as:

- Whether the student has shown remorse and/or has made a voluntary offer of compensation/reparation at an early stage.
- Impact on the victims of the misconduct, including the extent of any harm and distress caused and especially any physical injury to others.
- Whether there are specific aggravating factors
- The degree of intentionality and/or recklessness displayed in the misconduct.
- The time and place of occurrence, and therefore the likely impact on others

Resolution and follow-up:

- Once the investigation and any subsequent disciplinary processes are completed, the outcome is communicated to both parties involved by the investigator who should also take steps to ensure compliance with any disciplinary measures imposed.
- Ongoing support and resources are provided to students who have been impacted by the misconduct of others, and efforts are made to address any systemic issues or concerns identified during the investigation process.

Both parties are expected to respect the process and should be aware that if they seek to influence or prejudice the investigation in any way, they may be subject to further disciplinary action.

12. APPEALS

Both the reporting and the reported party have the right to appeal the outcome of the investigation, or any disciplinary action imposed from Stage 3. Requests should be submitted (in writing) to the Vice Dean, no later than 10 working days after the receipt of the outcome. Students should state the basis on which they are appealing. The decision will be reviewed in the appeal meeting by the Vice Dean and Director of Student Experience and Engagement.

When submitting their request in writing, the student will have the right to request that they present their appeal at the appeal meeting, and they can be accompanied to that meeting by one person as support. If the student attends, once discussion between them and the staff in the meeting has concluded, the student will leave the meeting to allow the panel to make their decision.

UCEN Manchester will seek to review the decision within 10 working days of receipt of the appeal and will give the student 5 working days' notice of the meeting, should they wish to attend.

Students appealing against expulsion need to follow this process but make their submission to the Dean of Higher Education.

The outcome of the Appeals Panel is final. Students will be informed of their right to submit a complaint. [complaints compliments policy 23 - 24.pdf \(ucenmanchester.ac.uk\)](#)

13. ROLES AND RESPONSIBILITIES

Below outlines how all member of the UCEN Manchester community can create a safe, respectful, and inclusive environment where individuals feel empowered to report incidents of misconduct without fear of retaliation.

UCEN Manchester's students have a responsibility to:

- a. refrain from engaging in any form of misconduct and adhere to the Student Charter
- b. report any witnessed or experiences of misconduct to UCEN Manchester, if confident to do so: [Reporting Incidents | UCEN Manchester](#)
- c. cooperate fully with any investigations or disciplinary proceedings that may follow their involvement in misconduct hearings providing truthful and accurate information.
- d. respect the confidentiality of individuals involved in cases of misconduct and refrain from sharing sensitive information with others unless necessary for reporting or investigation purposes.
- e. refrain from retaliating against individuals who report incidents of misconduct, as retaliation is a violation of policy and may result in disciplinary action.
- f. participate in any training or personal tutorial sessions offered by UCEN Manchester aimed at preventing misconduct, and they should take the information learned seriously.

UCEN Manchester's Students Union has a responsibility to:

- a. promote awareness of UCEN Manchester's Respectful Relationships and Behaviour Policy to students through various channels, such as social media, events, and workshops.
- b. ensure students have access to information about support services and resources available for those who have been impacted by misconduct, both within UCEN Manchester and in the broader community.
- c. work with UCEN Manchester to ensure reporting mechanisms for misconduct are accessible, transparent, and responsive to the needs of students, advocating for improvements as necessary.
- d. adopt the same approach to misconduct within its own activities and events, enforcing policies and procedures to prevent and address inappropriate behaviour.

UCEN Manchester staff have a responsibility to:

- a. familiarise themselves with UCEN Manchester's Respectful Relationships and Behaviour Policy, including definitions, reporting procedures, disciplinary action and support resources available.
- b. set expected standards of performance in line with agreed procedures and it is their role to brief and remind students about the rules and behaviours developed by UCEN Manchester
- c. responsible for dealing with individual students whose conduct, commitment, or attendance is below the accepted level set by UCEN Manchester
- d. report incidents of general and gross misconduct that they observe, experience, or are made aware of, following UCEN Manchester's reporting procedures: [Reporting Incidents | UCEN Manchester](#)
- e. take all complaints of misconduct seriously, treating reporting students with sensitivity, respect, and confidentiality, and ensuring that appropriate action is taken to address their concerns
- f. can deal with a disciplinary up to and including Disciplinary Stage 1
- g. signpost students to the Future U Student Support Team - includes emotional and wellbeing support from the Wellbeing Officer; access to counselling as well as free legal advice provided by PAM Assist. They should also refer to external agencies as listed in the What to do When Guide. [UCEN MCR What to do when guide.pdf](#)

Future U Student Support Team has a responsibility to:

- a. support all students without prejudice which means it will offer support to both the reporting and the reported parties.
- b. provide information to students and staff about UCEN Manchester's Respectful Relationships and Behaviour Policy, including details on reporting procedures, available support services, and resources for survivors.
- c. offer both parties confidential support and assistance, including access to counselling services, referral to PAM Assist for legal advice and other forms of support as needed.
- d. empower students to make informed decisions about how to respond to incidents of misconduct, respecting their autonomy and providing them with options for reporting and seeking assistance.
- e. facilitate the reporting of incidents misconduct by providing guidance on the reporting process, assisting with documentation, and connecting individuals with the appropriate channels for making a report.

All UCEN Manchester managers, to include Directors and Heads of Department, should:

- a. ensure all staff and students are aware of the Respectful Relationships and Behaviour Policy, including through regular communication, training sessions, and dissemination of written materials.
- b. respond promptly and effectively to reports of misconduct, following established procedures for investigation, resolution, and disciplinary action as outlined above.
- c. ensure students who have been impacted by the misconduct of others receive appropriate support from the Future U Student Support Team or external agencies as appropriate.

14. HOW THIS POLICY CONTRIBUTES TO OUR ACCESS AND PARTICIPATION PLAN

Many students do not experience equality of opportunity in higher education. This is true across the three main stages of a student's higher education journey: access, participation, and progression. The Office for Students, as part of the Access and Participation Plan has introduced the Equality of Opportunity Risk Register (the EORR) which identifies 12 sector-wide risks that may affect a student's opportunity to access and succeed in higher education. The EORR asks providers to consider which, if any, of their prospective or current students are likely to be affected by the risks, and how these might be mitigated. Potential Risk Factors to consider include:

Risk 7: Insufficient personal support

Students may not receive sufficient personalised non-academic support or have sufficient access to extracurricular activities to achieve a positive outcome which may result in negative behaviours being exhibited.

15. MEASURING THE IMPACT OF THIS POLICY

UCEN Manchester is committed to the effective evaluation and measurement of the impact of this policy and reporting on it regularly. The policy has many strands and the impact will necessarily be assessed in a number of different ways, including monitoring and reporting as follows:

Staff

Group Quality Team to conduct audits:

- a. knowledge of policy
- b. engagement with training
- c. responses to reporting

Students

- a. score on Student Induction survey 'Do you know the process for reporting and disclosing of incidents of harassment and sexual misconduct at UCEN MCR? (yes/no)
- b. Student lived experience and survey data.
- c. Student attrition and retention data

Appendix A: Examples of behaviours in breach of Policy

The aim of this appendix is to give illustrations, which are not exhaustive, of behaviours which will normally be deemed by UCEN Manchester to constitute misconduct. The illustrations presume this is the first breach. In investigating the circumstances surrounding a particular incident, and being presented with any other mitigating factors, UCEN Manchester may choose to impose sanctions less OR more than those outlined in this appendix. For breaches to Academic Integrity please refer to [Academic Integrity Policy](#) and for students who are not engaging, please refer to the Student Status Policy and Procedures [student-status-policy-2024.pdf](#)

Area of Conduct	Examples
Disruptive/ Disrespectful Behaviour	Disrespecting and disrupting academic and technical staff acting in their role delivering teaching and learning activities; causing disturbances in classes, libraries, or other UCEN Manchester facilities, such as talking loudly, using mobile phones inappropriately. Acting rudely or disrespectfully towards students or staff, including using offensive language or gestures.
Failure to comply with staff	Ignoring instructions or requests from any UCEN Manchester staff member to include premises, facilities, administrative staff, teaching, and support staff.
Bullying	Includes cyber bullying; deliberately ignoring or excluding others; making offensive or inappropriate jokes or comment; manipulative behaviour; physical or psychological threats.
Harassment	Making unwanted remarks or unjustified criticism aimed at undermining someone. This also includes repeatedly ignoring someone's wishes by contacting them without a good reason (by phone, email, text or on social networking sites). Making frivolous, vexatious and/or malicious allegations or complaints.
Discriminatory Behaviour	Making or publishing abusive, insulting, or offensive comments or performing any other abusive or offensive actions which relate to the sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age of any person.
Fraud/Bribery	Failure to disclose a criminal conviction where required to do so; offering or giving money, gifts or any other advantage to any employee of UCEN Manchester
Inappropriate use of technology	Using UCEN Manchester computers or networks for unauthorised purposes, such as accessing inappropriate websites, sending offensive emails, or engaging in cyberbullying.
Risk to reputation	Behaviour or action which in the opinion of UCEN Manchester, brings the organisation into disrepute including misrepresentation via online and/or offline media which is considered by UCEN Manchester to be damaging to our reputation

Sanctions which warrant expulsion from UCEN Manchester for the first breach are examples of serious misconduct and will be escalated to Director to investigate and final decision will be made by Vice Dean.

Drug dealing	Introducing students, members of staff or visitors to the use of or sale of illegal substances on and off campus.
Violence	Use of violent, aggressive, disorderly, threatening, intimidating behaviour
Weapons	Possession of dangerous weapons on campus.
Cyberattack	Engaging in activities to breach or disrupt networks or IT infrastructure to include spreading viruses, spyware, or other harmful software within UCEN Manchester's digital environment.

Appendix B: Precautionary Measures to consider following an allegation

This appendix provides a non-exhaustive list of precautionary measures that staff may consider implementing when an alleged breach of the Respectful Relationships and Behaviours Policy has been reported. These actions are intended to protect all parties involved and to ensure the integrity of any subsequent investigation.

- Separating the individuals involved in shared learning or working environments, where feasible.
- Arranging for remote learning options where appropriate to avoid in-person interactions.
- Notifying Site Duty Officer discreetly to increase presence in relevant areas without escalating tension.
- Offering academic adjustments or deadline extensions to affected individuals experiencing distress.
- Pausing access to shared digital platforms (e.g., group chats, forums) if they are being used inappropriately.
- Adjusting timetables or room allocations to prevent unnecessary contact between parties.
- Implementing temporary access restrictions to certain areas of campus for one or more parties.
- Placing a temporary pause on extracurricular activities or student representation duties involving the individuals concerned.
- Providing well-being support services to all parties involved, including counselling.
- Arranging supervised contact or mediated discussions if appropriate and agreed by all parties.
- Issuing a temporary communication ban between the individuals involved.
- Ensuring that any digital platforms or social media groups related to the institution are monitored for further inappropriate behaviour.

- Informing relevant academic or support staff of the precautionary measures in place, while maintaining confidentiality as far as possible.

Appendix C: Questions to Consider During an Investigation

This appendix provides a set of reflective questions to support staff in conducting thorough, fair, and consistent investigations into breaches of the Respectful Relationships and Behaviours Policy. These questions are intended as a guide and should be adapted to suit the specifics of each case.

General Considerations

- What is the nature of the alleged behaviour?
- Who was involved, and what are their roles (e.g., student, staff, witness)?
- When and where did the incident(s) occur?
- Is there a pattern of behaviour or a single incident?
- Have any immediate safety or wellbeing concerns been addressed?

Information Gathering

- What evidence is available (e.g., written statements, CCTV, emails, social media posts)?
- Have all relevant parties been interviewed or given the opportunity to share their account?
- Are there any inconsistencies in the information provided?
- Has confidentiality been maintained appropriately throughout the process?

Assessing Impact and Context

- What has been the impact on the individuals involved?
- Were there any power dynamics at play (e.g., authority, seniority, group pressure)?
- Is there any evidence of intent or repeated behaviour?
- Were there any mitigating or aggravating circumstances?

Next Steps and Recommendations

- Is there a need for immediate action or interim measures?
- What support is needed for those involved during and after the process?
- Do the findings suggest a breach of the Respectful Relationships and Behaviours Policy?
- What are the recommended outcomes or next steps (e.g., mediation, disciplinary action, training)?

Appendix D: Examples of Interventions and Sanctions

UCEN Manchester has established a structured framework to address student misconduct, emphasizing positive behaviour management and a clear disciplinary process. The interventions and sanctions staff can implement are outlined below:

Intervention/Sanction	Description	Responsible Staff
Informal Resolution	Address minor misdemeanours on the spot, encouraging students to modify behaviour. Persistent issues may lead to Stage 1: Verbal warning being recorded.	All Staff
Stage 1: Verbal Warning	Issued for continued misconduct. Involves a meeting to discuss behaviour and set expectations for improvement. A requirement to enter into an acceptable behaviour contract.	Programme Leader
Stage 2: Written Warning	Given if behaviour does not improve post-Verbal Warning or for more serious infractions. A formal meeting is held, and a written warning is documented. The warning is a formal signal that the reported behaviour is unacceptable and requires improvement. It provides an opportunity to learn from the incident to minimise the likelihood of such behaviour reoccurring in future. A requirement to attend or complete relevant training or community-based activities, within a specified timeframe (e.g., anti-bullying and harassment training). If further allegations of misconduct are reported within the next 12 months, then additional action may be taken.	Head of Department (HoD)
Stage 3: Final Written Warning	Issued for severe misconduct or failure to meet previous actions. May result in exclusion from specific courses or campuses. If there are any further allegations of student misconduct found proven, only the penalty of permanent expulsion will be applied following this stage.	Director
Stage 4: Exclusion	Permanent exclusion from UCEN Manchester for the most serious breaches of conduct.	Vice Dean
Suspension	Temporary removal from campus during an investigation to prevent harm or interference with evidence or harassment of witnesses (Intervention). Suspension of the student's	HoD in liaison with Director

Intervention/Sanction	Description	Responsible Staff
	programme, in whole or in part, for a defined period could be used as a sanction.	
Restorative Practices	Mediation sessions to address conflicts and repair relationships, aiming for mutual agreement and understanding.	Future U Student Support Staff
Action Plans	Tailored plans with specific targets to support students in modifying behaviour and meeting expectations.	Personal Tutor/Programme Leader
Referral to External Support Services	Connecting students with external agencies for additional support, such as counselling or legal advice.	Future U Student Support Staff

These measures are designed to promote a positive learning environment and ensure that students understand the consequences of their actions. The disciplinary process is progressive, providing students with opportunities to improve while maintaining the integrity and safety of the UCEN Manchester community.

Appendix E: Invitation to Stage 2 and 3 Disciplinary Meeting

Dear [Student Name],

We are writing to inform you that you are required to attend a Stage 2 Disciplinary Meeting in relation to an alleged breach of the Respectful Relationships and Behaviours Policy.

Meeting Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location / Online Link if applicable]

The purpose of this meeting is to discuss the concerns that have been raised and provide you with the opportunity to respond. All students are welcome to bring a representative from the Future U team to support you at the meeting. [As you are aged 18 to 24 you may bring a parent or advocate with you].

Please confirm your attendance by [Insert Confirmation Date] by contacting [Insert Contact Name and Email/Phone Number].

Yours sincerely,

[Staff Name]

[Job Title]

Appendix F: Outcome of Stage 2 and 3 Disciplinary Meeting

Dear [Student Name],

Following the Stage 2 Disciplinary Meeting held on [Insert Date], we have reviewed the information presented and considered your response to the concerns raised.

Outcome:

[Insert Outcome - e.g., Written Warning Issued / No Further Action / Escalation to Stage 3]

Reasoning:

[Insert brief explanation of the decision made]

Please note that this outcome will be recorded on your student record. Should there be any further breaches of the Respectful Relationships and Behaviours Policy, the matter may be escalated.

If you have any questions or wish to appeal this decision, please contact [Insert Contact Details] within 10 working days.

Yours sincerely,

[Staff Name]

[Job Title]