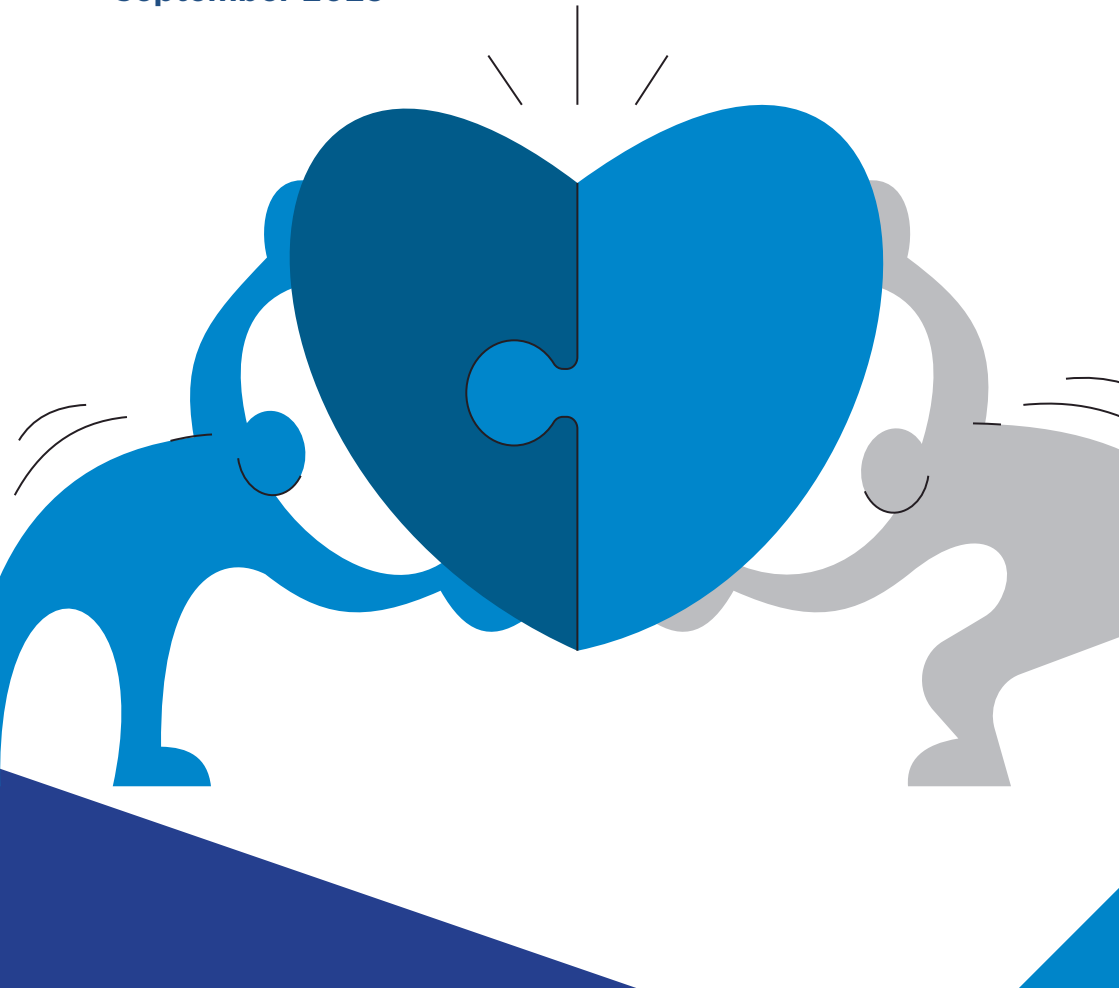


# **Student Guide: Respectful Relationships & Behaviour Policy**

**September 2025**



## Welcome to Your Guide

This guide has been designed to help you understand the Respectful Relationships policy and process at UCEN Manchester.

We know that our Policy Documents can feel overwhelming, so we've broken everything down clearly to help you understand:

- the aims of the Policy
- who this Policy applies to
- when to use this Policy
- how to report incidents of misconduct
- possible outcomes following a report
- our commitment to you.

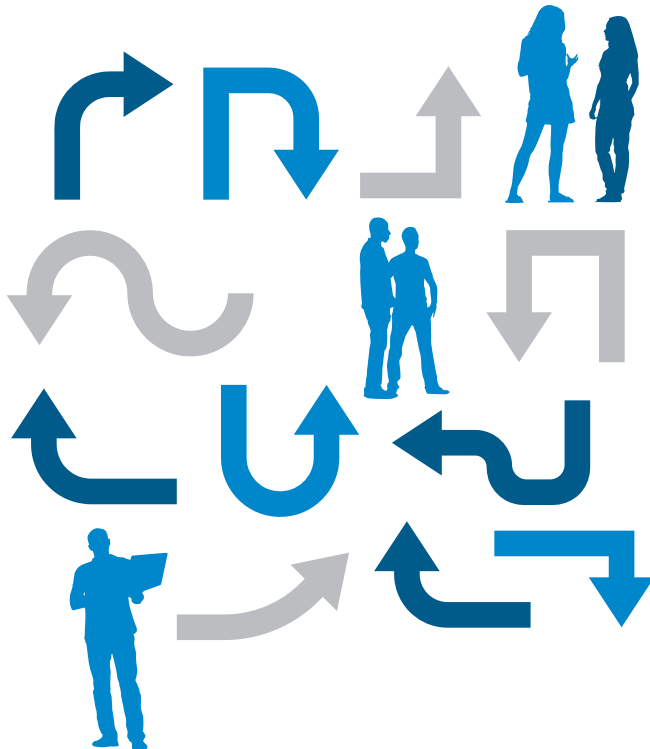


## What Are the Aims of this Policy?

The Respectful Relationships and Behaviours Policy aims to promote positive behaviours that reflect empathy, integrity, inclusion, and mutual respect across all UCEN Manchester campuses and online spaces.

This policy sets out expectations for interacting with one another and highlighting our collective responsibility to maintain a safe, supportive, and inclusive learning environment.

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 and minimises harassment, sexual misconduct and other behaviours that fall short of these standards.



## Who does this policy apply to?

The policy applies to all current students of, and representing, UCEN Manchester, whether studying full-time or part-time, both on campus and in the following circumstances when off campus:

representing UCEN Manchester

participating in an activity as a student at an event UCEN Manchester has organised or is involved in

using social media, such as X, Instagram or Facebook, that impacts on the reputation of UCEN Manchester

behaviour adversely affects our reputation or interests or those of someone connected to us or e.g. another student or member of staff

during events / activities arranged by the Students' Union or its societies

It also applies to students who have taken a Break in Study.



## When Should I Use This Policy?

The following examples represent behaviours which will normally be deemed by UCEN Manchester to constitute misconduct.

Area of Conduct	Examples
<b>Disruptive/ Disrespectful Behaviour</b>	<p>causing disturbances in classes, libraries, or other UCEN Manchester facilities, such as talking loudly, using mobile phones inappropriately.</p> <p>Acting rudely or disrespectfully towards students or staff, including using offensive language or gestures.</p>
<b>Failure to comply with staff</b>	<p>ignoring instructions or requests from any UCEN Manchester member including premises, facilities, administrative staff, teaching, and support staff.</p>
<b>Bullying</b>	<p>includes cyber bullying; deliberately ignoring or excluding others; making offensive or inappropriate jokes or comment; manipulative behaviour; physical or psychological threats.</p>

Area of Conduct	Examples
<b>Harassment</b>	<p>making unwanted remarks or unjustified criticism aimed at undermining someone.</p> <p>this also includes repeatedly ignoring someone's wishes by contacting them (by phone, email, text or on social networking sites).</p> <p>making frivolous and/or malicious allegations or complaints</p>
<b>Discriminatory Behaviour</b>	<p>making or publishing abusive, insulting, or offensive comments, or engaging in any other abusive or offensive actions, which target or relate to any of the Protected Characteristics as defined in the Equality Act 2010 (including sex, sexual orientation, religion or belief, race, pregnancy and maternity, marriage or civil partnership, gender reassignment, disability, or age).</p> <p>Such behaviour may also constitute a hate incident or hate crime under UK law.</p>
<b>Fraud / Bribery</b>	<p>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.</p>

Area of Conduct	Examples
<b>Inappropriate use of technology</b>	using UCEN Manchester computers or networks for unauthorised purposes, such as accessing inappropriate websites, sending offensive emails, or engaging in cyberbullying.
<b>Risk to reputation</b>	online or offline behaviour which is considered by UCEN Manchester to be damaging to our reputation.





Serious misconduct and activities that warrant expulsion will be escalated to the Director to investigate and final decision will be made by the Vice Dean. These include:

Area of Conduct	Examples
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 that attempt to breach or disrupt networks or IT infrastructure, including the spread of viruses or spyware. or other harmful software within UCEN Manchester’s digital environment.



## How to report incidents of misconduct

Ideally, you should report incidents of misconduct as soon as possible through the UCEN Manchester's designated reporting channels.

This may include submitting an online report form here: [How to Report an Incident at UCEN Manchester](#), contacting your Personal Tutor, or reaching out to the Future U Student Support Team.

Please note, when students are 'reported' we will share with them the details of the allegations made against them. You can be assured all reports are handled with sensitivity and in line with the Policy.



## Possible outcomes following a Report

Some precautionary measures that may be considered when an alleged breach of the Respectful Relationships and Behaviours Policy has been reported include:

- separating the individuals involved
- arranging remote learning options to avoid in-person interactions
- discreetly notifying Site Duty Officer to increase presence in relevant areas
- offering academic adjustments to affected individuals experiencing distress
- pausing access to shared digital platforms if they are being used inappropriately
- adjusting timetables or room allocations to prevent unnecessary contact between parties
- limiting access to certain areas of campus for one or more parties
- temporarily pausing 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 much as possible.



## Our Commitment to You

When you undertake this process, we will:

- treat you fairly and respectfully
- handle your case sensitively
- deal with your concern as quickly as we can.
- offer you advice and support through regular check ins.

## Support and Advice

Help is available at every stage of this process.

For any questions or concerns please consider contacting the following for more information:

- Future U Student Support Team – Personal and emotional support
- Students' Union – Independent advice on your rights and options
- Personal Tutor – Academic guidance.

If you've any questions relating to this Policy, you can speak to the Head of Student Advice, Support and Wellbeing, Annette McCone: [amccone@ucenmanchester.ac.uk](mailto:amccone@ucenmanchester.ac.uk)