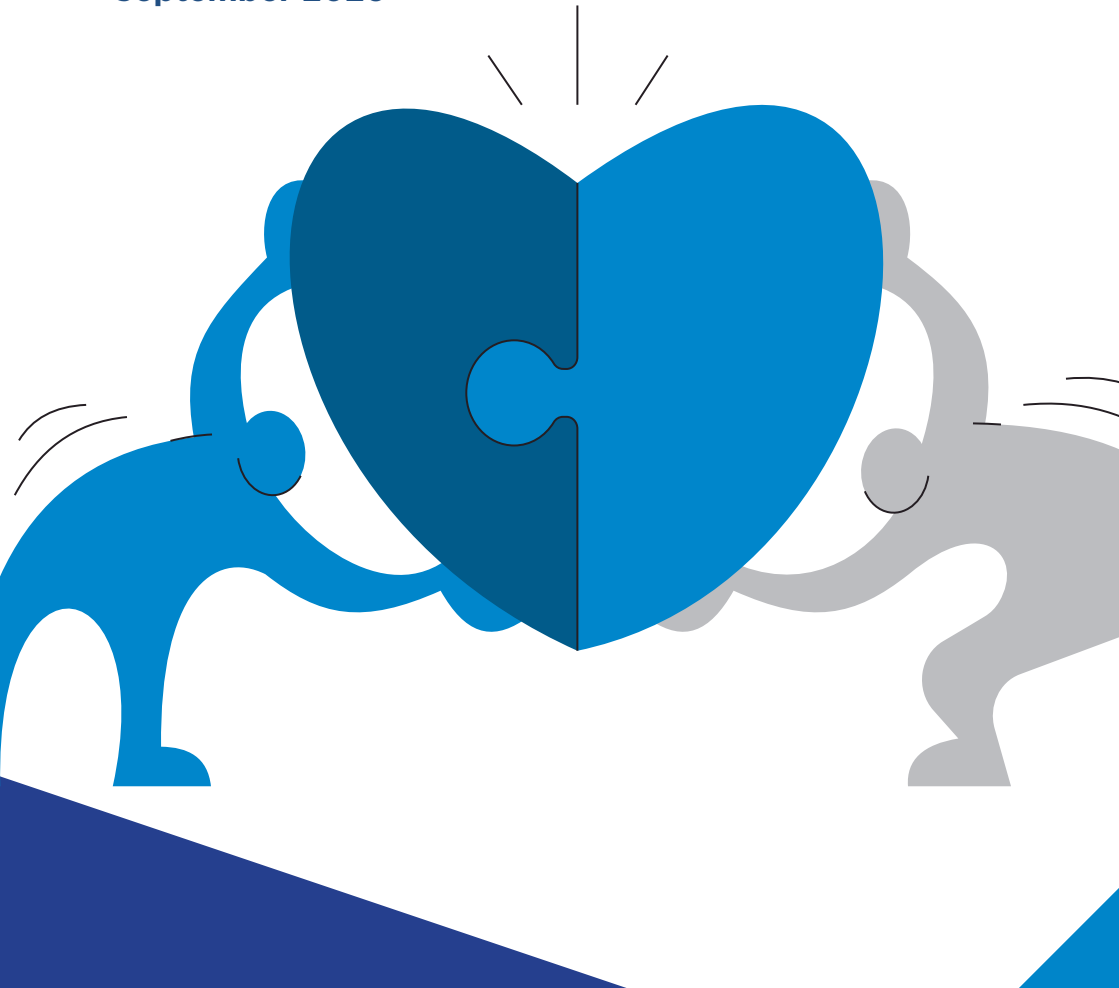


Student Guide: Respectful Relationships & Behaviour Policy

September 2026



Welcome to Your Guide

This guide has been designed to help you understand the Respectful Relationships and Behaviour 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.

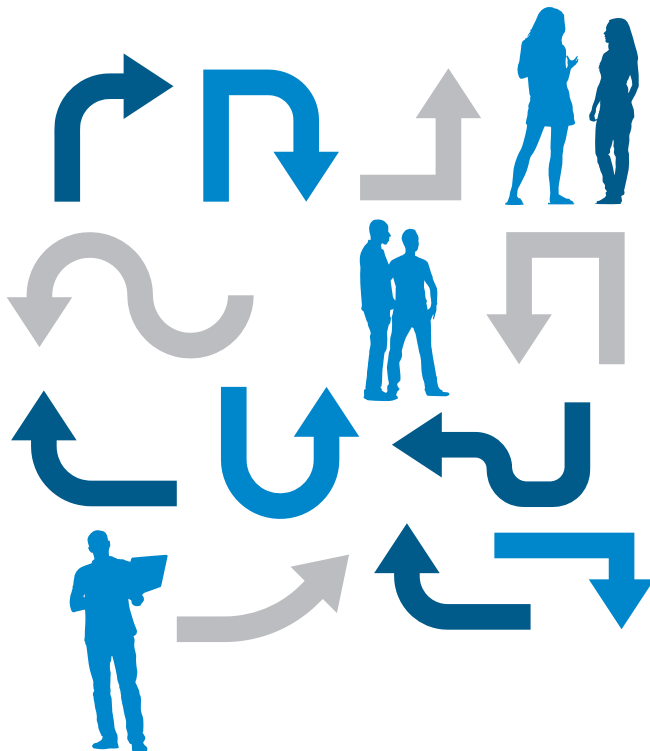


What Are the Aims of this Policy?

The Respectful Relationships and Behaviour 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 how we interact with one another and highlights 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 UCEN Manchester students, whether studying full-time or part-time. It applies on campus, online and in the following circumstances 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 or other online spaces in a way that affects another member of the UCEN Manchester community or is connected to UCEN Manchester

behaviour that seriously affects UCEN Manchester, its community, or 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.



What Behaviour Does This Policy Cover?

The following are examples of behaviour that may be considered misconduct under the policy. The examples are not exhaustive, and each report will be considered individually.

Area of Conduct	Examples
Disruptive/ Disrespectful Behaviour	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 member including premises, facilities, administrative staff, teaching, and support staff.
Bullying	includes cyber bullying; deliberately ignoring or excluding others; making offensive or inappropriate jokes or comments; manipulative behaviour; physical or psychological threats.

Area of Conduct	Examples
Harassment	unwanted behaviour that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. This may include unwanted remarks, repeated unwanted contact by phone, email, message or social media, or conduct intended to undermine someone.
Discriminatory Behaviour	making or publishing abusive, insulting or offensive comments, or engaging in other unacceptable behaviour, related to a protected characteristic under the Equality Act 2010. These include age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Such behaviour may also constitute a hate incident or hate crime.
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.

Area of Conduct	Examples
Technology and reputation	using UCEN Manchester computers or networks for unauthorised purposes, such as accessing inappropriate websites, sending offensive emails, or engaging in cyberbullying.
Risk to reputation	conduct connected to UCEN Manchester that causes serious and demonstrable harm to its operations or community. This does not include lawful criticism, debate, protest or the expression of lawful opinions.



Reports of serious misconduct will be referred for formal investigation. Where an allegation is upheld, the most serious cases may result in permanent expulsion from UCEN Manchester. The outcome will be determined by the appropriate senior member of staff in accordance with the policy.

Area of Conduct	Examples
Drug dealing	supplying, offering to supply or facilitating the supply of illegal drugs on campus or during activities connected to UCEN Manchester
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 spreading viruses or spyware or other harmful software within UCEN Manchester’s digital environment.



How to report misconduct

You are encouraged to report misconduct as soon as you feel able. You can:

- complete the online How to Report an Incident form on our website;
- speak to your Personal Tutor or another member of staff you trust; or
- contact the Future U Student Support Team at: futureu@ucenmanchester.ac.uk.



The online form also allows you to submit information anonymously. An anonymous report may limit the action we can take, but it can still help us identify patterns and improve how we keep our community safe.

If you make a named report and ask UCEN Manchester to investigate, relevant details of the allegation will normally need to be shared with the student being reported so they have a fair opportunity to respond. We will explain the process to you and handle information sensitively, sharing it only where necessary.

Support and precautionary measures 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 wellbeing support services to all parties involved, including counselling
- considering a restorative or mediated conversation only where it is safe, appropriate and voluntarily agreed by everyone involved
- issuing a temporary no-contact arrangement
- taking appropriate action where institutional digital platforms or social media groups are being used for further misconduct
- informing relevant academic or support staff of the precautionary measures in place, while maintaining confidentiality as much as possible.

Precautionary measures are not disciplinary sanctions and do not indicate that a decision has been made about the allegation. Measures will be based on individual circumstances, kept under review and applied as proportionately as possible.



Our Commitment to You

When you undertake this process, we will:

- treat you fairly and respectfully;
- handle your information sensitively;
- explain what will happen and keep you updated;
- progress the matter as promptly as possible; and
- offer appropriate advice and support.

Support and Advice

Help is available at every stage:

- Personal Tutor — academic guidance and help accessing the appropriate service
- Future U Student Support Team — wellbeing support, counselling, guidance and help understanding your options futureu@ucenmanchester.ac.uk
- Students' Union — support and guidance

Support is available to all students involved in a report, including both the student making the report and the student who has been reported.

For questions about this policy or support with making a report, contact Future U: futureu@ucenmanchester.ac.uk