

## Reporting Uncomfortable Situations (Student-on-student) Procedure

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### 1.0 Introduction

In this procedure, the abbreviation of EDA will be used to cover all aspects of the Emil Dale Academy business that is affiliated with the full-time courses in any capacity.

This procedure aims to create and embed a culture of openness, trust and transparency at EDA.

#### 1.1 Location of Policy

This policy is available to access on EDA's website.

#### 1.2 To whom and where this policy applies

This policy applies to all students enrolled on a full-time course at EDA.

### 2.0 Procedure

#### 2.1 Responding to a situation where verbal language is making you uncomfortable

If students find themselves in a situation whilst at EDA (whether that be in a class or outside of class in general conversation) and there are subject matters being spoken about or language being used in the discussion that they are not comfortable with, we recommend for students to take the following action if they feel comfortable and safe enough to do so:

1. Tell the person/people involved in the conversation that you are not comfortable.  
E.g "I am uncomfortable with the use of that word/what you are saying"
2. Physically remove yourself from the situation that is making you uncomfortable.

3. Report this situation to your course leader by emailing them or by arranging a meeting with them if you would prefer to discuss what happened face-to-face. If you desire to arrange a meeting, be clear about what the nature of the meeting will be about so your course leader can respond effectively. If you are directly emailing about the situation, be clear about who said what, and in what context. If you need to speak to a member of staff immediately, please speak to one of the team at reception.

There may be times when you feel unable to either speak out about your concern or feel unable to remove yourself from the situation, however you must still report the incident as soon as possible.

This section of the procedure also applies when verbal language may be read in online chats, social media conversations, etc. Where possible, EDA advise for students to screenshot what language was used that made them feel uncomfortable, as this may be useful evidence should there be a launch into EDA's formal complaint procedure.

Your concerns will always be escalated to the welfare and senior management team to be dealt with. Alerting staff to incidents means that strong, coordinated and efficient action can be taken when needed. If staff are not informed, EDA will not be able to act.

## 2.2 Responding to a situation where physical contact is making you uncomfortable

If students find themselves in a situation whilst at EDA (whether this be in a class or outside of class in general conversation) where physical contact is being made with them that they are not comfortable with, we recommend for students to take the following action if they feel comfortable and safe enough to do so:

1. Tell the person/people involved in the physical contact that you are not comfortable:

E.g "I am uncomfortable with this contact/with you touching me. Please stop".

2. Physically remove yourself from the situation that is making you uncomfortable.
3. Report this situation to your course leader by emailing them or by arranging a meeting with them if you would prefer to discuss what happened face-to-face. If you desire to arrange a meeting, be clear about what the nature of the meeting will be about so your course leader can respond effectively. If you are directly emailing about the situation, be clear about who did what, and in what context. If you need to speak to a member of staff immediately, please speak to one of the team at reception.

There may be times when you feel unable to either speak out about your concern or feel unable to remove yourself from the situation, however you must still report the incident as soon as possible.

Your concerns will always be escalated to the welfare and senior management team to be dealt with. Alerting staff to incidents means that strong, coordinated and efficient action can be taken when needed. If staff are not informed, EDA will not be able to act.

## 2.3 The importance of coming forward

EDA understand that students are sometimes worried about the impact of them coming forward about situations that have made them feel uncomfortable.

EDA want to ensure students that coming forward about situations that have made them uncomfortable will not negatively impact the remainder of their studentship whilst they are enrolled

on an EDA course. Alerting staff to incidents means that strong, coordinated and efficient action can be taken when needed. If staff are not informed, EDA will not be able to act.

EDA will guide students through the next steps as to what can or can't happen following their report. Wherever possible, EDA will ensure informed consent is received from the student about the next steps or that the student makes an informed decision about what they desire the next steps to be. However, it must be understood that, in severe cases, EDA may need "step above" these desires and report directly to third parties (eg. the police) if they believe that a criminal offence has occurred.

<b>Version Number</b>	<b>Date of Issue</b>	<b>Review Date</b>	<b>Author</b>	<b>Changes Made/ detail</b>
01	June 2020	July 2021	Eden Tinsey	First issue
02	11 <sup>th</sup> August 2022	July 2023	Eden Tinsey	Annual policy review
03	14 <sup>th</sup> August 2023	July 2024	Eden Tinsey	Policy update, addition of sections 1.1, 1.2, 1.3, 2.2 and 2.3
04	23 <sup>rd</sup> September 2024	September 2025	Eden Tinsey	Annual review