

## WELFARE AND WELLBEING POLICY

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## **Introduction**

Spirit Studios aims to support and promote the welfare and wellbeing of all our staff and students, and is committed to ensuring everyone is in a safe environment conducive to work and study, and the enjoyment of a positive experience.

This policy document covers many specific areas, and for easy navigation these are listed below with corresponding page numbers.

## **Health & Safety**

Spirit Studios is committed to the wellbeing of our staff and students, and to providing a safe environment in which to study and work. We each have a duty to uphold safe and healthy practices, and to report any incidents where there may be a health and safety issue. If you do notice any issue at any time which you consider might impact on the health or safety of anyone on the premises, please report it as soon as possible to a member of staff.

## **Personal Safety**

We expect you to take reasonable care for the health and safety of yourself and of others who may be affected by your activities. This also may require you to understand and abide by safety procedures and regulations not just at Spirit Studios, but also imposed by other institutions, on field trips or on work placements.

You should never endanger yourself or others by intentionally or carelessly interfering with, or misusing, any article, substance or material provided by Spirit Studios on our premises, or whilst engaged in associated activities.

## **ID Policy**

### **Signing in and out of Spirit Studios**

To comply with fire regulations, and for security purposes, you must sign-in when entering Spirit Studios and sign-out when leaving Spirit Studios. This is achieved by holding your Spirit Studios ID card up to one of the barcode scanners in reception. You must sign-out even if you leave Spirit Studios for a very short period. i.e. having a cigarette or quickly popping to a shop or your car. Ensure you sign-in again on your return. Spirit Studios then has an accurate record of everyone currently on-site.

Staff and students are responsible for ensuring any of their visitors sign-in and out of Spirit Studios. Visitors sign-in and out via the touchscreen in reception.

### **Spirit Studios ID cards**

You will be issued with a Spirit Studios ID card and lanyard shortly after your induction. Your ID card must remain attached to your lanyard, and the lanyard worn around your neck at all times whilst at Spirit Studios.

This visually identifies to others that you are authorised to be at Spirit Studios, and is vital in keeping all staff, students, visitors and facilities safe. To maintain our commitment to protect all staff, students and visitors, it is Spirit Studios policy for staff to question any person on the premises who is not wearing a Spirit Studios ID.

Contact reception if you need a replacement ID card and/or lanyard. Fees may apply. Students who repeatedly fail to wear their ID will be liable to sanctions for repeated breach of the rules.

Visitors will be issued with a Visitor Pass which must be worn around their neck and be clearly visible at all times. Visitor passes must be returned to reception when the visitor leaves the premises.

## **First Aid, Fire and Bomb Procedures**

All accidents that occur on Spirit Studios premises should be logged in the Accident Book. The First Aid boxes are located at reception and the main office and the Accident Book is located in the main office. The qualified First Aiders are:

Nyree Waters (in the main office)

Lewis Jones / Simon Mayo (at reception)

If you have an accident while you are at Spirit Studios, or if you witness an accident, please report it as soon as you can to a member of staff.

### **Fire doors and fire extinguishers**

Fire doors are located throughout Spirit Studios and are clearly signed. These doors must not be propped open under any circumstances. There are also fire extinguishers located at key points around the building. These must never be moved, used to hold doors open or be tampered with. Only qualified members of staff can use the fire extinguishers to tackle a fire.

#### **If you discover a fire:**

- Raise the alarm immediately (there are various fire alarm points around the building)
- Do not tackle the fire unless you are trained to do so
- Report directly to a fire marshal at the assembly point on Ardwick Green

#### **If you hear the fire or bomb alarm:**

- Leave by the nearest fire exit
- Close windows and doors behind you
- Do not use the lift
- Report to the assembly point on Ardwick Green
- Do not re-enter the building

The assembly point is at the entrance to Ardwick Green which is to the left of the building when you exit the main doors, and past the car park. At the assembly point, a roll call with the signing in and out information will be conducted to ensure all staff, students and visitors are accounted for. The Facilities Manager will liaise with the emergency services and provide the Spirit Studios Fire Emergency Floor plan which shows all the relevant information for the Fire Services, e.g. Fire Exits/Fire Extinguishers, etc. This floor plan is also available in the Staff and Student Handbooks.

Reception staff are responsible for checking the fire alarm panel and phoning the fire service, while the building will be secured by the Facilities Manager, and he will notify the adjoining neighbours if necessary.

The Facilities Manager will initiate fire drill procedures on two occasions each year. Although staff and students are notified in advance of these procedures, we urge everyone to follow the instructions carefully and to cooperate in an appropriate manner. We apologise in advance for any disruption to your classes.

## **Closed Circuit TV Security**

Spirit Studios has a duty of care to ensure, as far as is reasonably practicable, the security and safety of all students, staff, and visitors within the premises, and so a network of discreet closed circuit TV cameras has been installed throughout the building and in the car park, with the following objectives:

- To deter and assist in the prevention and detection of crime
- To assist with the identification, apprehension and prosecution of offenders
- To assist with the identification of actions that might result in disciplinary proceedings against staff and students
- To assist in traffic management and parking enforcement
- To monitor security of buildings and areas
- To promote a safe college environment

This does not mean however, that you should leave any bags or personal belongings unattended in classrooms and studios, or in the car park, as personal items are always left at your own risk.

The day-to-day management of the CCTV scheme is the responsibility of the Head of Technology. For data protection purposes, CCTV camera footage is only viewed by authorised personnel and only made available to third parties on request by police or other legal authorities. Spirit Studios cannot be held responsible for any lapses in CCTV camera recording.

## **Hygiene**

All of the equipment and facilities at Spirit Studios are used by a lot of people every day; not only the studio equipment, but also computer keyboards and mice, and instruments. To maintain a healthy environment for everyone, and to limit the spread of bacteria and viruses, it is essential you wash your hands regularly.

We have installed hand-sanitiser stations at various points throughout the building; please use these regularly.

## **Safer Study Skills**

We are aware that during the normal course of your studies with us, you will spend a great amount of time sitting in front of a computer. All of our facilities are ergonomically designed to enhance your experience, but you should also be aware of safer study skills and computer usage outside of Spirit Studios.

Muscle fatigue, repetitive strain injury and painful joints can all arise from improper use of computers and laptops/tablets. There are a few easy guidelines to follow to keep yourself healthy while studying:

- Limit the amount of time you spend in front of a computer by taking regular breaks; walk around the room, or go make a cup of tea. Every hour, get up and stretch to reduce muscle stress.
- Ensure you sit upright and relaxed at a desk or table, be aware of your posture and that your arms rest on the surface while using the keypad. Your forearms should be roughly horizontal. Your screen should be at eye level, so that your neck is not constantly bending up or down. Make adjustments if you need to.
- Place your computer in a place that avoids glare from lights and windows.
- Ensure your screen, keyboard and mouse are clean. Cleaning wipes are available in all facilities, and from reception.

- Ensure your screen is at the appropriate distance for your eyesight. If you start to suffer headaches while using your computer it could be that you are straining your eyes. Free eye checks are available at some high street opticians.
- Only use laptops and tablets for a short period of time, and where possible ensure they are set up in front of you like a normal desktop computer. Use a separate mouse and keyboard if you can.
- A major concern while working with any audio or electrical equipment is to ensure that all cabling is secured and safe, and does not present a tripping hazard. Try to ensure wherever possible that cables are placed carefully where people are not walking, and are fixed down.

We are aware that for many of our students, extra study time takes place either in the studio facilities or in a computer suite or the Green Room. While you listen to music we would ask that you consider those around you and do not exceed safe noise levels, and use headphones while working in computer suites, any working spaces and the Green Room.

## **Noise and Ear Protection**

One of the major concerns of working in the music and sound industries is protecting your ears – they are arguably one of your most valuable assets. It is therefore important to consider noise levels and ear protection at all times during your studies.

Prolonged exposure to high noise levels can cause permanent hearing impairment. The use of ear protection is encouraged where you are susceptible to high levels of noise; this includes wearing ear plugs. A general rule for high noise levels is if you have difficulty understanding normal conversation at a distance of one metre, then you are probably exceeding safe noise levels, and you should consider ear protection for prolonged exposure.

You can limit the opportunity for damage by being aware of certain risks: ask your drummer not to play drums for example while you are setting up his microphones; don't listen to loud music on headphones for extended periods, especially in computer suites, or while walking in busy streets; wear ear protectors if you're going to a gig or club night.

We invite industry partners to discuss moulded ear protectors, and to offer discounts for students. Please try to ensure you engage with the Spirit + events, or otherwise, ask your tutors for advice.

To ensure safe practices are maintained, we have installed limiters in our DJ booths to limit sound pressure levels. These limiters are set by technical staff and cannot be accessed or altered by students. The Charlie Jones Live Venue also has restrictions on noise levels: before 6pm weekdays this is 90dB SPL and after 6pm and at weekends it is 96dB SPL (A weighting). Safe practices in all facilities are discussed during studio inductions.

## **Lifting Equipment**

It may be necessary at times for you to lift heavy objects, if for example you are helping a band set up equipment. Please ensure you follow safe practices while doing this:

- Try to avoid lifting on your own if possible. Ask someone to help.
- Don't lift anything while bending forward. Keep your back straight, bend your hips and knees to squat down, and keep the object as close to your body as you can, lift by straightening your legs.
- Never turn or twist your body while holding or lifting a heavy object.
- Never lift above shoulder level.
- Be mindful of your fingers on the edges, and also while passing through doorways.
- Walk slowly and carefully while holding a heavy object.

- If you have an injury, or do not feel comfortable lifting something heavy, then don't do it to avoid further harm. Please instead, explain your circumstances and ask a colleague or an available member of staff to help.

## **Electrical Equipment**

All electrical equipment in Spirit Studios is checked regularly to ensure that it conforms to British Standards, is CE Marked, and PAT certified for electrical safety. We would encourage you not to use personal electronic equipment and appliances on the premises, but we realise that occasionally you may need to do so. It is your responsibility to ensure your equipment is electronically safe. We reserve the right to take appropriate action to make safe any item which is considered to not satisfy safety standards.

## **Safety Outside of Spirit Studios**

Please ensure that you stay safe even outside of Spirit Studios, especially on nights out in Manchester. There are a few simple guidelines to follow:

- Plan how you will get home before you go out.
- Keep an eye out for friends when you are out and about.
- Make sure you know where your drink has come from and that it is in your possession at all times, highlight to any security guard or venue management if you feel your drink has been spiked or tampered with.
- Be careful of the amount of alcohol you consume.
- Try to walk with others, particularly at night.
- Keep expensive items such as bags, jewellery, mobiles and tablets out of sight when in public areas.
- Never feel pressured into doing anything you don't want to do.
- Avoid individuals that use language or behaviour to suggest human trafficking or modern day slavery.

## **Safer Sex Practices**

Spirit Studios encourages practices that promote safer sex and to facilitate this, condoms are made available to all staff and students in the toilets, courtesy of the LGBT Foundation. If you require any help or advice regarding any sexual health matters including safer sex advice, then please contact either:

- The Northern Contraception, Sexual Health and HIV Service, offering a free, confidential and friendly service: [thenorthernsexualhealth](http://thenorthernsexualhealth)
- LGBT Foundation, who provide a range of sexual health services focused on sex positivity and sexual wellbeing: [lgbt.foundation](http://lgbt.foundation)

## **Period Poverty**

Period poverty affects women and girls all over the UK. Access to sanitary products, safe, hygienic spaces in which to use them, and the right to manage menstruation without shame or stigma, is essential for anyone who menstruates.

Spirit studios are ensuring free access to tampons and pads that will be available in the toilets to help and prevent students missing classes or studio sessions/bookings, if they don't have access to products at home.

## Personal Emergency Evacuation Plan (PEEP)

The Regulatory Reform (Fire Safety) Order 2005 requires that all people using a building be provided with adequate means of escape in case of fire, which includes a suitable escape plan. A Personal Emergency Evacuation Plan (PEEP) is required to assist anyone with support requirements to enable them to evacuate safely from the building in case of emergency. It is a bespoke 'escape plan' for those staff or students who may not be able to reach an ultimate place of safety unaided, or within a satisfactory period of time in the event of any emergency.

A PEEP may be required for anyone with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

There are also circumstances where a temporary PEEP may be required, for example:

- Short term injuries (i.e. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

It is important that the person who requires the PEEP and other people concerned are aware of their responsibilities.

The Student Welfare team is responsible for identifying students that may require a PEEP and to assist in the PEEP process, although the final decision on whether a PEEP is needed belongs with the student. For members of staff, it is the responsibility of the staff member to liaise with their line manager to manage the PEEP process.

If you decide that a PEEP is required, you should make yourself aware of escape routes and protocols in the event of an incident; the responsibilities of implementing the evacuation should be clearly defined and agreed with everyone involved.

Any changes to the facilities which may affect the egress or evacuation process, and therefore which may affect PEEPs, will be communicated effectively to Student Welfare and line managers, to ensure that any required amendments to PEEPs can be made in a timely manner.

## Identifying a PEEP Requirement

The underlying question in deciding whether a PEEP is necessary is: **can you evacuate the building unaided, in a prompt manner, during an emergency situation? If the answer is NO, then a PEEP is a likely requirement.**

If you identify or are identified as needing assistance to evacuate the building, even temporarily, then a PEEP form will be completed. In the case of temporary requirements, for example in the case of a broken limb, you have a responsibility to identify any risks you might face, and to notify Student Welfare or your line manager.

If you require assistance, and this is indicated upon enrollment, Student Welfare or your line manager will contact you to ensure a PEEP form is completed. In most cases we will garner this information during the induction process, but this procedure can happen later in your course if your circumstances change.

You can also contact the Student Welfare team or your line manager directly if you feel a PEEP might be required. The completion of the PEEP document will determine the best escape plan in an emergency.

For each floor of the building there will be a designated area of refuge, which is a location designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible.

PEEPs are reviewed on a regular basis, normally annually at the start of the academic year. PEEP's should also be considered for guests (both of students and staff) where a risk is identified.

Further guidance on implementing PEEP's can be found at this [UK government site](#).

## **Student Welfare**

**studentwelfare@spiritstudios.ac.uk**  
**0161 276 2111**

As a Spirit Studios student, your health and wellbeing are very important to us. Hopefully, your time with us will be a positive experience, but we're here to help if you need a little extra support along the way - whether you need help with finance, accommodation, time management, or even general advice regarding your studies.

Spirit Studios' student welfare officer is Sarah Bradney. Sarah and the team can offer pastoral support for both academic and industry students as well offering support for disabilities, mental health and learning difficulties. Although Sarah only works part time, someone in the team will always be available to support and guide you. Sarah's contact details are listed at the base of this section.

There will be some instances where we cannot offer professional help, but we will be able to guide you in the right direction no matter what you need help with. We can offer support with Disabled Student Allowance for example, and can arrange assessments for specific learning needs.

Along with Sarah, a large number of our tutors and staff are mental health first aiders and are on hand to listen and to discuss any issues you may have. There is a dedicated Student Welfare office situated on the ground floor, where private meetings can take place. All student welfare matters are dealt with in strictest confidence, unless a safeguarding matter arises.

There is also further advice and links available within the Student Welfare Hub, with advice on booking welfare appointments, counselling services, applying for DSA and much more.

### [Student Welfare Hub](#)

These sections are updated regularly and will include information, resources, articles, self-help booklets and other material which may be of benefit to you and your wellbeing. You can also find names and contact details of mental health support services in the local area, and get advice on what to do if you find yourself, or someone else, in a mental health crisis. Sarah's part time working hours can also be found here.

Remember it is always better if you're struggling, to come in and have a chat with us; we're here to help and support you through your studies, and we can sometimes find easy solutions to what might appear to be big problems.

In case of a welfare emergency, you can contact Sarah directly either by email, or on her direct line:

sarah.bradney@spiritstudios.ac.uk  
0161 276 2111

For emergencies outside of office hours, please refer to the section on the Student Welfare page on Google Classroom.

### [Welfare Emergency Section](#)

## Further Support

There are also other members of staff who can help if you need advice on a variety of topics, like student finance, enrolments, online resources, careers advice, social networking, etc. Please refer to the Appendix at the end of this document.

## Safeguarding Policy

We realise within the normal course of activities we may come into contact with children (e.g. staff who are under 18 when they join, or students who are under 18 years of age on entry) or adults who are rendered vulnerable. For the purpose of this policy, the definitions are:

- Child – any person under the age of 18.
- Vulnerable Adult – a person aged 18 years or over, who is considered vulnerable.

There is a wide scope of circumstances that may place an adult in a vulnerable position including a damaging home environment, bullying, sexual orientation, or drug or alcohol abuse. Less obvious examples might include leaving home for the first time, exam stress and peer pressure. It is easy to see how many of our students might fall into this category.

Safeguarding is the term used to describe how we protect adults and children from abuse or neglect.

## Scope and Implementation of the Safeguarding Policy

Spirit Studios seeks to operate in a manner which safeguards children and adults' welfare wherever appropriate, and recognises that working in partnership with other organisations (as appropriate) will facilitate this. We are committed to promoting good practice in relation to safeguarding.

This policy will help us to achieve these commitments and take reasonable steps to safeguard those who are vulnerable and who come into contact with Spirit Studios, by ensuring there are clear guidelines and procedures for identifying risk, reporting concerns and that appropriate action is taken.

Examples of areas where staff may have contact with children and adults who may be vulnerable may include (but is not limited to):

- Teaching and support of students
- Open events
- Summer schools
- School visits, and other outreach events or widening participation activities taking place on or off site
- Work experience, or work placements in other professional settings
- Apprenticeships
- Research activities
- Attendance at private functions run commercially by Spirit Studios
- Field trips, excursions & other activities

This section explains how we may deal with safeguarding issues and the type of action that we may take to manage matters and provide support. Examples of the type of situations which may result in Spirit Studios implementing this policy and procedure may include where:

- someone raises an allegation of abuse, harm or other inappropriate behaviour;
- someone raises or makes suggestion of slavery or human trafficking;
- there are suspicions or indicators that someone is being abused or harmed, or is at risk of abuse or harm;

- there are observable changes in someone's appearance or behaviour that may be related to abuse or harm or risk of abuse or harm;
- a concern is raised that an individual presents a risk of abuse or harm towards another person
- there are concerns regarding signs or behaviours which may suggest a risk of abuse or risk of harm;
- there are concerns regarding the presence of radicalisation and/or extremism within any setting, or such issues fail to be appropriately addressed;

The indicators of abuse or harm or risk of such can be very difficult to recognise and it is not a staff member's responsibility to decide whether someone has been abused or harmed, or subjected to abuse or harm, but only to raise concerns that they may have. Spirit Studios will have no investigative role, and it is not the place of our staff or students to make a judgement about whether abuse has occurred - this is the remit of external agencies.

Spirit Studios will take all safeguarding concerns including suspicions and allegations of abuse or harm seriously, and will report concerns promptly (see section 5.6 below for types of abuse associated with safeguarding concerns).

## **Staff Support**

Spirit Studios has processes in place to check the suitability of staff whose duties and responsibilities involve regular contact or supervision of children or adults who may be vulnerable. We seek to ensure that appropriate suitability checks are carried out in relation to staff including criminal record checks and other checks where appropriate (DBS checks).

Staff dealing with students will consider what support may be offered to them both from within the building and externally, and will be encouraged to seek such support (e.g. signposting to local GPs, mental health services or Occupational Health [if they are a member of staff], or support networks at a partner university). All staff will receive training and guidance appropriate to their role, and will be made aware of this policy and procedure and related guidance at staff development days or rolling programme events.

## **Responsibility**

Louise Goody has been appointed to act as Spirit Studios' Safeguarding Lead, and Sarah Bradney as Safeguarding Deputy. Their duties in these roles include:

- to undertake relevant training in safeguarding procedures and ensure their knowledge is kept up to date;
- to ensure all members of staff are aware of their safeguarding responsibilities and receive the training needed to meet those responsibilities;
- to act as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns;
- to act upon concerns as appropriate in the circumstances, for example by making external referrals to social services or police;
- to monitor the implementation of this policy and procedure.

## **Safeguarding Concerns and Reporting**

It is the remit of Social Services and/or the Police to investigate safeguarding concerns where these may include concerns regarding a child or a vulnerable adult's welfare, health or safety, or concerns that someone is being abused or harmed, or is at risk of such.

If any individual raises a safeguarding concern, e.g. they are being abused or harmed, the matter should be reported to the Safeguarding Lead (or in their absence, the Safeguarding

Deputy) without delay. A report should be submitted, even if doubt exists as to whether a safeguarding concern should be reported.

If a member of staff becomes aware of a safeguarding issue while on placement or work based learning, or in another professional setting they should normally report any concern in the first instance to the Safeguarding Officer of the placement or work based learning provider, or in the professional setting.

If the Safeguarding Lead (or Deputy) considers that the person who is vulnerable is being abused or harmed, or at risk of such, they may make a referral to social services or the police as appropriate. The Safeguarding Lead will consult with an identified contact at Social Services or the police to determine whether the allegation warrants further investigation.

If any student or member of staff makes a referral to social services or the police, then they must notify the Safeguarding Lead that a referral has been made as soon as reasonably practicable.

Circumstances may arise in which a concern is raised that a staff member may pose a risk to the welfare, health and/or safety of someone. In these circumstances, the Safeguarding Lead will ensure that appropriate risk assessments are carried out which seek to identify any risks posed by a particular member of staff, and will consider the appropriate way to manage such risks. It is not Spirit Studios' role to investigate the situation, only to assess the risk. Information and concerns will be shared with the member of staff, who will be given the opportunity (in person or in writing) to respond to that information and concerns.

## **Recording Concerns**

The Safeguarding Lead or Deputy is responsible for ensuring that a record is made of the risk assessment process and outcomes. They are responsible for monitoring matters and/or conducting further risk assessments where appropriate, taking into account up-to-date information.

Accurate recording is essential, as there may be legal proceedings at a later date, and therefore any information given under these circumstances will be written down. Times, dates, places and any other detail should be included.

Written records of any safeguarding concerns will be retained for as long as is necessary for the purpose for which it was obtained, or as legally required or lawfully permitted. Such written records will be held centrally and separately from the personal records of members of staff or students.

## **Types of Abuse**

It is vitally important that everyone understands the range and types of abuse that can be experienced; some of the following are obvious examples, but some others may not be so obvious or easy to identify. The Department of Health defines abuse as, 'A violation of an individual's human and civil rights by any other person or persons and may result in significant harm to, or exploitation of, the person subjected to the abuse.' Abuse can be physical, financial, verbal or psychological. It can be the result of an act or a failure to act.

The following list offers some examples but is not exhaustive:

**Physical abuse or violence**, including hitting, shaking, throwing, slapping, pushing, kicking, poisoning, or the giving or supply of illegal drugs, misuse of medication, burning, scalding, drowning, suffocating, restraint or otherwise causing physical harm, or inappropriate sanctions, cultural issues such as 'honour-based' violence or forced marriage.

**Modern slavery**, including human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work or prostitution, debt bondage (being forced to pay off debts that realistically they never will be able to.

**Sexual abuse**, including grooming, rape and sexual assault, or sexual acts to which the person has not consented, or could not consent or was pressured into consenting; the activities may be physical or non-physical, e.g. involving vulnerable adults looking at, or in the production of sexual images; sexual teasing or innuendo. (Grooming can occur when a child is drawn into a sexual relationship with an adult and the adult shrouds the interaction in secrecy.)

**Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial abuse**, including theft, fraud, exploitation, or the misuse or misappropriation of property, possessions or benefits.

**Physical or emotional neglect and acts of omission**, including ignoring medical or physical care needs, failure to protect a vulnerable person from physical or emotional danger or to ensure adequate supervision, failure to provide access to social care health, or educational services, the withholding of necessities such as medication, adequate nutrition and heating; and benefits.

**Discriminatory abuse**, including harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation, or religion, and other forms of harassment, slurs or similar treatment.

**Internet/electronic abuse**, the use of modern communication technologies (e.g. Internet, text or video messaging, email, chatrooms, social media networking sites) to embarrass, humiliate, threaten, intimidate or bully an individual in an attempt to gain power and control over them.

## **Social Media Policy**

As part of our aim to safeguard and guide students and staff, this policy aims to provide guidance on the appropriate and safe use of social media sites. This guidance is designed to:

- encourage good practice
- protect Spirit Studios, our employees and students.

Spirit Studios recognises that social media sites such as Facebook, Twitter, Instagram, LinkedIn, Snapchat and many others (including personal blogs), are a prevalent part of everyday life. These sites provide increasingly useful opportunities to communicate in both personal and professional lives, and Spirit Studios acknowledges the right of staff and students to use them, and to exercise their rights to free speech within the law.

However, there are potential risks and dangers associated with social media and we would encourage students to be mindful of these, and especially of the potential implications of posting material on social media sites which could be considered in breach of Spirit Studios policy.

As a point of professional practice, Spirit Studios staff will not allow students to 'follow' or 'friend' any personal accounts on social media, so please do not be offended when requests are refused.

## Using Social Media Appropriately and Responsibly

Anything posted on a social networking site is in the public domain, even where groups are perceived to be private. You should be aware that any information you post on a site may end up in the public domain as you do not have control over information others may share (pass on to third parties), or allow others to view. Posts can also be retrieved years after publication, even after you think you have deleted them. Try to remember this when posting and think about regulating your conduct and responses, especially where professional practice is concerned.

First and foremost, always consider your personal safety before posting any information about yourself online. Don't reveal anything that could result in identity theft, including data such as your date of birth or address, and NEVER give out any passwords or login information that could compromise your account.

Try to ensure that your behaviour and language on social media is appropriate and responsible at all times. Social media is not anonymous; almost all data on the internet can be traced back to the original author. You should therefore be very careful with how you express yourself on social media, as you are personally responsible for your communications.

Make sure you use the correct and appropriate tone and strike the right balance between informality and formality. Do not say anything online that you would not say in public.

Be very wary of venting anger on social media; you may say something you later regret. It is far better to discuss something privately with a third party first, and to obtain an outsider's view before posting. Particularly with reference to other students and staff, be wary about 'letting off steam' online; this can potentially be read by someone who could take offence, and it could result in a formal complaint against you, and subsequent disciplinary processes being actioned.

You should also be mindful of others' right to privacy and be careful not to share any information that could infringe on their personal rights to confidentiality or damage their reputation. You should respect the privacy and the feelings of others, and not post any sensitive information about others without their permission. This includes contact details or photographs.

As part of professional etiquette, you should not express any view or opinion on behalf of Spirit Studios, unless expressly authorised to do so by the Senior Management Team (SMT).

Be aware also that postings on social media may reflect upon Spirit Studios and your course, and you should be particularly careful not to post disparaging remarks which might damage our reputation, and as a consequence, the value of your qualification. Social media is not an appropriate platform for making complaints about Spirit Studios or your course; please instead talk with your tutor, or follow the Grievance and Complaints Procedure. In general, try not to engage in any activity online that refers to Spirit Studios, our staff, or your colleagues, that would be unacceptable within the building.

You should be aware that any written comment which is proven to be false, whether intended for private or public view, can be considered libel if it harms the reputation of an individual person or business. Where libellous statements are made about Spirit Studios or our staff, we may consider disciplinary measures, including legal action.

The following list contains examples of content that you should try to avoid posting online:

- material that could be deemed to be threatening, harassing, discriminatory, illegal, obscene, defamatory, libellous or hostile towards any individual, group or entity;
- sexist, racist, homophobic or transphobic views;
- content that infringes or violates someone else's rights;
- content of a violent extremist or terrorist nature or which incites people to commit acts of terrorism or violent extremism;
- illegal/proscribed activities or organisations

- personal information about another individual, including contact information and images, without that person's express permission;
- the work of someone else without obtaining that person's permission;
- comments using fake accounts or using another person's name or identity;
- details of complaints or disciplinary matters, either by you or another student;
- inappropriate or discriminatory comments regarding Spirit Studios, or content that could create a security risk for Spirit Studios, our staff or students, or any confidential information about Spirit Studios and our associated entities including subsidiary companies;
- misleading or incorrect information.

Further information and free advice on safe usage of social media, and general online safe practices and protection, can be found on the Get Safe Online website: [getsafeonline](https://www.getsafeonline.org/)

## **Policy Breaches and Reporting**

If you wish to report an incident which has occurred on social media relating to staff, students or Spirit Studios, you should speak as soon as you can with your tutor or refer to the Grievance and Complaints Procedure. Where misconduct or a breach of policy is reported, we will review the circumstances and decide on the most appropriate course of action. (This does not exclude circumstances where the communication was taken down following a removal request being made.)

Anyone whose use of social media is suspected by Spirit Studios of constituting a breach of policy may be subject to investigation or other action (including disciplinary action) under relevant procedures. Anyone suspected of misconduct or a breach of policy will be required to cooperate with any investigation operated under that policy.

In some circumstances, we may require you to remove any social media content that we consider to constitute misconduct or a breach of our policies. Failure to comply with such a request may in itself result in other action (including disciplinary action) under relevant procedures.

Where Spirit Studios is concerned that any conduct or communication could amount to an illegal activity, we may report the matter to the police.

## **Prevent Policy**

Spirit Studios is required by law to 'have due regard to the need to prevent people from being drawn into terrorism' under the Counter-Terrorism and Security Act 2015. The government has defined extremism as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It includes in its definition of extremism calls for deaths of members of armed forces, whether in this country or overseas.

In collaboration with our university partners, Spirit Studios is required to implement this policy in a proportionate and thoughtful way. This Prevent Policy applies to all staff and students at Spirit Studios. We are committed to sharing information with our partners, the Police and relevant authorities, consistent with our Data Protection Policy, where Prevent related activity takes place.

## **Policy Principles**

We take seriously our responsibility to ensure the safety and wellbeing of students and staff as well as the wider community, and as such, we seek to do all we can to prevent any

member of our community from being drawn into radicalisation and terrorism, while recognising our responsibility to protect academic freedom and freedom of expression.

While Spirit Studios recognises there may be no one single way in identifying a person who is vulnerable to radicalisation or to being drawn into terrorism, we consider factors may include: peer pressure; influence from other people or via the Internet; bullying; criminal activity; anti-social behaviour; racial or hate crimes; family tensions; modern slavery/human trafficking; personal or political grievance; or lack of self-esteem or identity.

Spirit Studios also recognises that it is a criminal offence to encourage terrorism and/or invite support from terrorist organisations, and we shall not provide a platform for these offences to be committed. We will not allow gender segregation to take place within any teaching facility at any time.

Spirit Studios considers use of our IT networks for any purpose that supports, promotes or facilitates radicalisation unacceptable. This is highlighted in our IT Security Policy.

Spirit Studios will not permit any material supporting terrorism to be displayed within our premises and will remove any such material if it is found. We are committed to investigating immediately if any instances of such material are found in printed or electronic form.

In partnership with our academic partners we ensure that all relevant staff undertake specific training in Prevent Strategies, and where necessary implement training in staff induction procedures.

This policy applies to all enrolled students at Spirit Studios as well prospective students at open events/training days. It also applies to all individuals working for Spirit Studios, including all employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as workers in this policy).

## **Procedures**

All members of staff are made aware of Spirit Studios' responsibilities under the Prevent Policy and our adherence to it.

Any member of staff who is concerned about a student who might appear to be at risk of being radicalised, or of being drawn into terrorism whether through thought or deed, should report this to Louise Gooddy the Safeguarding Lead or Ian Hu Spirit Studios Director. Any major Prevent incidents or concerns will also be reported immediately to the appropriate partner university.

## APPENDIX - For Further Support and Contacts

If you require help or advice on any of the topics below, please refer to the corresponding support contact or address. If there is something you need help with which is not mentioned here, please contact Student Services & Attendance: [elaine.hurst@spiritstudios.ac.uk](mailto:elaine.hurst@spiritstudios.ac.uk)

Applications and UCAS enquiries	<a href="mailto:callum.croston@spiritstudios.ac.uk">callum.croston@spiritstudios.ac.uk</a>
Assessment deadline extensions	<a href="#">Student Hub/ Assessment Extensions</a>
Attendance issues	<a href="mailto:attendance.manchester@spiritstudios.ac.uk">attendance.manchester@spiritstudios.ac.uk</a>
Bursaries	<a href="mailto:bursary@spiritstudios.ac.uk">bursary@spiritstudios.ac.uk</a>
Careers advice	Lead Tutors / Academic Team Leader
Course advice	<a href="mailto:shane.dickinson@spiritstudios.ac.uk">shane.dickinson@spiritstudios.ac.uk</a> or Lead Tutors
Enrolment issues (academic students)	<a href="mailto:joanne.mitchison@spiritstudios.ac.uk">joanne.mitchison@spiritstudios.ac.uk</a>
Enrolment issues (industry students)	<a href="mailto:shane.dickinson@spiritstudios.ac.uk">shane.dickinson@spiritstudios.ac.uk</a>
Financial issues/fees	<a href="mailto:joanne.mitchison@spiritstudios.ac.uk">joanne.mitchison@spiritstudios.ac.uk</a>
Ideas and suggestions	Your course student representative
Online resources:Google Classrooms	Access and content: your module tutor Password issues: <a href="https://technicalsupport.spiritstudios.ac.uk">https://technicalsupport.spiritstudios.ac.uk</a>
Student Services	<a href="mailto:elaine.hurst@spiritstudios.ac.uk">elaine.hurst@spiritstudios.ac.uk</a>
Spirit Studios website user issues	<a href="https://technicalsupport.spiritstudios.ac.uk">https://technicalsupport.spiritstudios.ac.uk</a>
Student funding (academic students)	<a href="mailto:joanne.mitchison@spiritstudios.ac.uk">joanne.mitchison@spiritstudios.ac.uk</a> Student Finance England: 0300 100 0607
Student funding (industry students)	<a href="mailto:shane.dickinson@spiritstudios.ac.uk">shane.dickinson@spiritstudios.ac.uk</a>
Student ID issues	<a href="mailto:callum.croston@spiritstudios.ac.uk">callum.croston@spiritstudios.ac.uk</a>
Stingray issues	<a href="mailto:callum.croston@spiritstudios.ac.uk">callum.croston@spiritstudios.ac.uk</a>
Your tutor	firstname.surname@spiritstudios.ac.uk