

# Reporting Uncomfortable situations procedure

*For students at Emil Dale Academy full-time and Emil Dale weekend Schools.*



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

If you find yourself in a situation (whether that be in a studio class, zoom room, general conversation, etc) and there are subject matters being spoken about or language being used in the discussion that you are not comfortable with, please take the following action:

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 a member of staff. Be clear about who said what, and why.

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.

## **How you report the situation**

Once you have removed yourself from the situation, or the conversation has drawn to a close and you feel able to leave, it is of utmost importance to report this experience to a member of staff. Please either:

1. Ask to speak to a member of the reception team in private.
2. Email your experience to [info@emildale.co.uk](mailto:info@emildale.co.uk).
3. Email [info@emildale.co.uk](mailto:info@emildale.co.uk) to request speaking to a member of staff who you would feel most comfortable sharing this information with. Please note, this member of staff will always escalate this to the welfare team.

It is so important for you to communicate with us.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	June 2020	July 2021	Eden Tinsey	First draft