



MC Academy

Welfare & Safeguarding Handbook

www.themcacademy.co.uk

Our Accreditations



Reviewed: April 2023
Next Review: December 2023



INTRODUCTION



Dear Student,

While studying at MC Academy, it is important to keep your welfare and mental well-being in check.

Please read this handbook carefully to understand what measures are in place to keep you safe in school.

Thank you,
The MC Academy Team

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FIRE & BOMB SCARE EVACUATION

1

When the alarm sounds,
leave immediately by the nearest exit.

FLOOR 2

EXIT 1 By the teachers' room.
EXIT 2 Main entrance to the school.
EXIT 3 Next to the vending machine.

FLOOR 3

EXIT 4 Main entrance to the school.

2

Go to the meeting point in
Piccadilly Gardens,
on the other side of
the tram tracks.

3

Stay at the meeting point
with your teacher until the
all clear is given.

IMPORTANT!

A fire alarm test takes place
every Thursday around 9am

If you see a fire, activate the fire alarm by breaking the glass on the fire alarm.

Under the circumstance that you are asked to remain in the school, for example, in the event of a bomb scare, then please listen to the fire marshals and gather in a controlled area of the school. Please keep away from all windows and wait for further instructions.





FIRE MARSHALS



AMAMA



ANTONIO



HOLLY



KRYSTIAN



PAUL



RAHILA

When the school is evacuated in the case of a fire,
please follow the instructions of the school's fire marshals.



FIRST AID

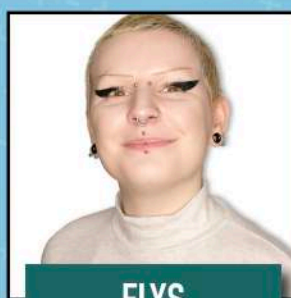
First Aiders
The school's First Aiders
are here to help!



ANTONIO



CHARLIE



ELYS



DEBBIE



HARRIET



KRYSTIAN



PAUL



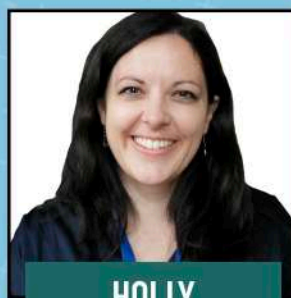
RAHILA



REBECCA



MÁRTA



HOLLY



HAMZA

What is a First Aider?

A First Aider is a trained member of staff who can assist you if you have sustained an injury or are not feeling well.

When should you see a First Aider?

If you are feeling unwell, then you should see a First Aider immediately.



TYPES OF ABUSE IN SCHOOL

At MC Academy, we believe that the dignity of all students and staff members must be respected therefore all form of harassment and bullying are unacceptable.

Personal harassment or bullying is any kind of unwanted, unwelcome or uninvited act which makes the recipient feel uncomfortable, embarrassed, unsafe or frightened.

Different types of bullying include:

VERBAL

Teasing, calling people bad names, threatening others.

PHYSICAL

Punching, hitting, kicking, or pushing others.

EMOTIONAL

Hurting other people's feelings, leaving people out, bossing others about.

RACIST

Saying mean things about another person because of their race and calling them names.

CYBER

Sending mean messages by text messages, email, or on the internet.

SEXIST

Saying rude comments to others about being a boy or a girl.

HOMOPHOBIC

Calling people names because of their sexual orientation.

At MC Academy, we do not tolerate abuse of any kind. If you see any abuse happening in class, then you must report it to the Director of Studies immediately.



WELL-BEING

It is important to maintain a healthy sense of well-being when studying at MC Academy.

Here are 5 useful tips to help:



It's OK to tell your teacher that you need a break. If you need to leave class for 5 minutes - just ask!



Talk to fellow students during your break time. Talking not only improves your English speaking skills but will also improve your overall mood and well-being.



Attend the school's social activities. This is a perfect time to socialise and have fun.



Write in your self-care diary. Take some time out to gather your thoughts.



Listen to relaxing videos and podcasts. The website/app 'Headspace' gives useful advice on how to relax.



INTERNET SAFETY

When using the school's computers, it is important to maintain your online safety.

Here are our rules for maintaining online safety:

**DO
NOT**



Share your location.

Share any personal photos.

Share your address.

Share your personal information.

Share personal information about others.

Save your passwords on the computer.

Things posted online can be seen by many different people, including the police.

Always be careful when sharing/posting information on the internet.

If you see another student sharing personal information, then you must report it to the Director of Studies immediately.



WHO CAN I SPEAK WITH?

9



If you have an issue at MC Academy, it is always best to speak with someone.

Additionally, if you would like to report a concern regarding your class, then report this concern immediately.

The Safeguarding Officers at MC Academy are trained to help you with any concerns that you may have - no matter how big or small!

Meet our Designated Safeguarding Lead, Joe Grogan

Please speak with Joe if you wish to report any issues or if you have a concern of your own.



Email:
DOS@themcacademy.co.uk





COMPLAINTS, FEEDBACK & COMPLIMENTS

Complaints

If you have a complaint, or are unhappy with something in school, then please speak with our Complaints Officer, Joe.



Your well-being is our Priority!

FEEDBACK

If you would like to leave feedback, then please ask for a Questionnaire from Reception.

COMPLIMENTS

If you would like to compliment a member of staff for their teaching or their assistance, then please feel free to tell us!

SUGGESTION BOX

If you have any suggestions, then please feel free to submit them at Reception.



TOILETS & HYGIENE



DO...

Always wash your hands after using the toilet.

Keep the toilets clean.

Put all used toilet paper in the toilet and flush.

Keep the sinks and floor clean.



DO NOT...

Wash your feet in the sink.

Leave the floor a mess, please mop the floor afterwards.

Put coffee cups and other items in the sanitary towel bin.

Stand on the toilet seat.

???

FREQUENTLY ASKED QUESTION

12

How many holidays
can I take per year?

*You may take up to
4 WEEKS holiday per
school year.*

How do I obtain a
free course book?

*You will receive a free
course book for every
12 weeks of study.*

Will I have to have my
level of English
reassessed if I leave the
school and come back?

*Yes, you will be
re-assessed if you
have been away from the
school for 6 weeks or more.*

If I need to book
a holiday, or if I have
any other questions
regarding my attendance,
who do I speak with?

*You should speak
with the school's
Compliance Officer.*

USEFUL WEBSITES

There are always members of staff that you can speak with regarding student welfare, however, if you wish to do some research of your own then please visit the useful websites below:



For well-being

NHS

<https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/>

Samaritans

<https://www.samaritans.org/>

Mental Health for Overseas Students

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Mental-health-support-in-the-UK>

Headspace

<https://www.headspace.com/>

For help with studying

BBC Learn English

<https://www.bbc.co.uk/learningenglish/>

British Council

<https://www.britishcouncil.org/>

Grammarly

<https://www.grammarly.com/>

IELTS Skills

<https://www.ieltsliz.com/>

Cambridge Skills

<https://www.flo-joe.co.uk/>



EMERGENCY CONTACTS

EMERGENCY

If you have an emergency outside of school and need to call someone, consider calling the numbers below.

999



999 is used to contact the emergency services upon witnessing or being involved in an emergency in the UK. Use this number if you require an immediate response.

101



101 is used when you want to contact the police, but it is not an emergency. If an immediate response is not necessary then call this number.

111



111 is used for medical non-emergencies. Use this number for minor injuries and injuries which are not life-threatening.

An emergency can be...

A person in immediate danger of injury or whose life is at risk.

Suspicion that a crime is in progress, or that an offender is in the area.

A structure/building on fire.

Another serious incident which needs immediate emergency service attendance.



QUIZ

2

How many fire exits do we have in our school?

4

Where is our meeting point?

6

When is the fire alarm test?

8

Who can you speak to when you have a problem?

10

How many holidays are you entitled to take per year?

1

1. What do you need to do when you see a fire?

3

Where are the school's fire exits?

5

Can you go for a coffee during the evacuation procedure?

7

What do you need to do when you see an accident or incident at school?

9

Do you understand the rules regarding the school toilets and hygiene at the school?



Thank you for taking the time to read through this handbook.

If you have any questions, please feel free to speak with any member of staff.

If you have an enquiry, please send all emails to:

info@themcacademy.co.uk

www.themcacademy.co.uk

Our Values

Motivate - Support - Guide