A guide to
staying safe, happy and well at Hadlow College

Hadlow, the outstanding land-based college

come and explore the exciting world with us and discover new opportunities as you go

Text Hadlow to 60110
to view this information on your mobile
Data charges may apply
Welcome to the ‘outstanding’ land-based college. One of the top colleges in the UK and graded as ‘outstanding’ by Ofsted for both our teaching and care provision. We pride ourselves on making all of our students feel welcome and secure in our fantastic learning environment.

To help you settle in and enjoy your time with us we offer a range of support. At the start of your course you’ll be assigned a Personal Tutor who will guide and monitor you during your time with us. In your one-to-one tutorials, which are held regularly throughout the year, you will have the chance to discuss careers, health and social education, as well as academic progress. This handbook is a re-cap on lots of that information.

Whether you are progressing onto your course from school or college you will be experiencing changes and all the emotions that go with it. You will find yourself meeting new friends, experiencing new things and learning a new way.

Whatever you choose to do, step up to the challenge and fully embrace the opportunities you have to make a difference and achieve your own personal goals. Have fun and take part, join a new club, or try an activity that you may not have tried before. You never know, you may have many hidden talents waiting to surface, now is the time to find out!

We hope this handbook will help support you to become an independent and resourceful student.

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A guide to services

Doctor/GP and College Counsellor

Your Doctor may be the first person to speak to if you are worried about your general, sexual or mental health. It is a good idea to contact them first. At Hadlow we offer a range of health services which you can also access.

Our College Counsellor is available at all main Hadlow sites. Professional counsellors offer a series of weekly meetings, where you can meet and chat in confidence about worries and anxieties you may have.

Student Support Service Team

The team can guide you on all sorts of things ranging from managing your finances, cooking healthily, welfare services, keeping active and residential living to name just a few.

Talk to the Student Support Services Officers and Residential Wardens who will guide you through your time at Hadlow College.

Sexual Health Support

At Hadlow we offer a weekly Clinic which is run by Sexual Health Specialists who offer advice and treatment on STIs, pregnancy and contraception.

The Student Support Services Team are able to offer advice on contraception at all sites. If you have a concern about your sexual health you could also visit your Doctor.

Personal Tutors and Careers Co-ordinator

Your Personal Tutor will guide you through your studies and help you work to your full potential, achieve the most out of your course and move you onto your next step.

They will work closely with the Careers Co-ordinator and together they can guide you through your course of study and into a career which is right for you.

Family and Friends

Family and friends are great people to talk to when you have worries or concerns or if you just want to share your ideas and plans with someone. They can give you a sense of belonging and self-worth as well as being there for you if you need someone to support you.

Lecturers and Technical Instructors

Lecturers have an amazing wealth of experience, skill and knowledge and they are there to support and guide you. You can learn a lot about yourself, your likes and dislikes by taking part in all the activities and work that your lecturer and technical instructors have planned for you. Work experience is also a great way to learn about your chosen career.

Haddie Hadlow - Equality Champion

Haddie Hadlow is our very own Equality and Diversity Champion and can be contacted on the Haddie Hadlow Facebook page. Everyone has the right to be treated with respect and valued for who they are. Hadlow College has a zero tolerance to bullying and harassment. Haddie can give you support and guidance with the help of the Student Support Services Team.

Expert Learner

We want you to become an Expert Learner, taking control and responsibility of your own education and studies. There is plenty at Hadlow that will support you: Peer Mentoring, Study Clubs and Research Groups, Drop In Centre and the Learning Resource Centre.

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Welcome to Hadlow

Change and transitions

There is so much more to college life than gaining your qualification and we think you will find it a great place to study, socialize and for some of you live. When you become a student at Hadlow College, it is your chance to get involved, try new things and make new friends for life, as well as gaining qualifications and essential work skills.

To help you settle in and enjoy your time with us we offer a range of support from the Study Clubs and Drop-In Centre to Peer Mentoring and food demonstrations on healthy and diverse meals. There will be a full calendar of events and activities throughout the year where you can meet new people and develop your social skills in a fun setting.

At the start of your course you'll be assigned a Personal Tutor who will guide and monitor you during your time with us. In your one-to-one tutorials, which are held regularly throughout the year, you will have the chance to discuss your attendance, progress and career, set targets and plan for your future.

Get involved

There’s always something going on around the campus. There’s a better of some of the things you can get involved with:

The Student Union

Getting involved with the Student Union is an excellent way of becoming part of college life. You will help organize events and activities throughout the year — such as the Summer Ball and Winter Party — as well as various fund-raising activities and community work.

Enrichment

Wednesday afternoon is dedicated to giving you the opportunity to try new things. Come Globetrotting at Hadlow where you can sample cultures from around the world through drama, music and festivals. In addition you can join a sports team or take part in other activities such as arts, crafts and photography.

Hadlow College Citizen

Volunteer or put your name forward to be the Course Representative and join in the Learner Voice activities throughout the year. Encourage each other to take part and get involved in college life.

Contact

Student Support Services • Personal Tutors • Peermentoring@hadlow.ac.uk • Learnervoice@hadlow.ac.uk • Moodle for all information on events and activities throughout the year
Expert Learner

Would you like to be an Expert Learner? You are probably already on the right track to becoming one.

An Expert Learner is someone who takes responsibility for their own learning, is interested and proactive in their studies, fully engaged in all activities, keen to ask questions and learn more outside of the classroom.

Our Tutors and staff are here to guide you through college and help you develop skills and understanding to become an independent person in your future life. The journey for independence started at school and home life but continues throughout your college life too.

You will be motivated and inspired by Hadlow Staff as they share their experiences and skills with you. They will help you develop a greater understanding of yourself and how you work and study. If you take responsibility and control of your own studying you will really enjoy your time at Hadlow College and learn how to get the most out of the many different opportunities that come your way.

This can be you

- Are active not passive.
- Are motivated.
- Set short and long term goals and targets.
- Have effective study skills and habits.
- Know their strengths and areas for improvement.
- Go out of their way to learn.
- Have different learning strategies and use them all.
- Know what to learn and how to learn.
- Plan their learning.
- Reflect upon their learning.
- Evaluate their approach to learning and make changes to improve.
- Never give up and learn from mistakes.
- Stretch themselves to do better.
- Seek support and listen to advice and make their own decisions.

Contact

- Student Support Services
- Tutors and Curriculum Teams
- Study Club and Research Groups
- Learning Resource Team
- Additional Learning Support Team
- Drop-in Centre
As a student, staying on top of your finances can be tricky. Student loans are not designed to cover a wild social life - you need to budget for the extras.

To get the most out of your learning experience, learn some basic money-management rules whilst at college. You’ll have a great time without the stress of getting into unnecessary debt and the skills you pick up in the process will help you manage your finances for life.

Budgeting:
At its simplest level, having (and sticking to) a budget means your spending never exceeds your income. Remember to include costs like birthdays or Christmas as well as everyday costs like travel, food and bills.

If you’re encountering any financial difficulties, seek guidance as soon as possible. It’s usually easier to fix things the sooner you deal with them.

Food can be a big part of our weekly budget, and it is often the more healthy foods that are the cheapest, like jacket potatoes or a healthy stew. Bringing packed lunches and drinks can save you money. If you live with other people sharing the cost of food by cooking together can help save money. Remember to freeze food if you cook in bulk.

Being sustainable and keeping cost down is a great way to live. Little things like leaving lights on, having the heating blasting away when you are not there or having a bath every day rather than a shower can make a real difference to utility bills.

Money management

Keep to your budget

Top tips:
1. Don’t buy new books - use the Learning Resource Centre and E-Resources available to you.
2. Pay less for travel - look for the student discount.
3. Buy value brands in supermarkets. They’re much cheaper and most are as good as big brands.
4. Buy in bulk with your housemates and take advantage of ‘two for one’ offers.
5. Be prepared for bills. Put money aside, or set up direct debits, so you are sorted if lots of bills turn up at once.
6. Watch out for big charges on your mobile, especially on long-distance calls, or calls while you’re overseas.
7. Know your overdraft limit and if you’re about to exceed it, speak to your bank.
Work placements

**Ensure it’s what you want to do**

Work experience is a great way of getting real-life practical experience as well as giving you the opportunity to really make sure you have made the right career choice. Sometimes we can think a career is right for us and once we try it we realise it’s not for us. It is a two-way deal where the employer gets some free hands on work, and you get the chance to test the water and learn a bit about the industry. You can also find out what transferable skills you have (and will learn) to help your future.

Most work experience placements do not pay you or pay your travel and living expenses only, although placements like Camp America would pay full board and flights, you would just need day to day living expenses and spending money.

Having some experience helps with your CV too and helps you appear more confident and aware of work-life. It gives you the chance to impress potential employers and get ahead of the game in experience and knowledge. Take every chance you can to learn as much as you can and really embrace learning - it could be the difference between getting a good job and getting a great one!

**The way forward**

- Look at the student notice board for work experience opportunities.
- Look out for opportunities in your area of study.
- Take the chance to impress a potential employer.
- Speak to the Careers Co-ordinator and visit the Careers Hub.
- Speak to guest speakers and Tutors about their careers and experience.
- Visit the Camp America website.
- Talk to your Tutors about suitable work placements for the career you have chosen.
- Look at the Careers Library.
- Speak to other students about their work experiences.

**Contact**

- Careers Hub and the Careers Co-ordinator
- Your Tutor
- Course Career Board • www.work-experience.org.uk
- • www.animaljobdirect.com • www.campamerica.co.uk
Volunteering comes in many guises and it is up to you to decide which one is right for you. You need to decide your commitment level to the project whether it is one hour, one evening or one day a week. There are great opportunities to go abroad for a long period of time. Discuss these ideas with your Tutor. Alternatively the Careers Hub and curriculum areas have a notice board where volunteering opportunities are posted.

Volunteering can be a big part of supporting a local or international charity. This can be very rewarding and they always need volunteers. Volunteering can also mean giving up some time and talent to help someone in college with work, or teach a fellow student how to play a musical instrument.

By helping others you are gaining a real sense of achievement and personal satisfaction and this will give you some great life skills. By giving something back to the community you will be a happier person too!

Take some time to think what you want to achieve from volunteering and this will give you a starting point of who to talk to and contact. Whether it is helping someone, meeting new friends or gaining new skills the choice is yours! You can volunteer more than once but do remember to work this into your college week so you do not fall behind in coursework and exams.

Valuable experience

- Look at the careers notice board to see how you can volunteer.
- Speak to Student Support Services about becoming a Peer Mentor.
- By volunteering this experience can be included in your CV.
- Employers like to see young people being involved outside of their studies.
- Don’t just volunteer once, try different activities to gain a wide range of skills.
- Volunteering can sometimes lead to a new career path that you may never have thought of.
- Volunteering could be one hour a week, a day or longer if you join a volunteer project abroad.

Contact

- Student Support Services
- Careers Co-ordinator
- Personal Tutor and Lecturers
- peermentoring@hadlow.ac.uk
- www.volunteering.org.uk
Young care leavers

Lots of support available

We are committed to children in care and young care leavers. Studying at college and progressing into Higher Education is a big decision so we want to make sure that you have as much support as possible. We have a dedicated member of staff who supports people who are in, or have recently left, care. You can access financial support from a number of sources including the government and charities. Lots of bursaries and grants are means tested but as a care leaver you will be considered independent and should therefore be eligible for financial support.

We realise that accommodation can be a problem for care leavers. The accommodation at Hadlow is term-time only so you will have to make sure that you have arrangements in place for staying somewhere during the holidays. Whether you are a further or higher education student you should be able to access financial support towards your living expenses on site.

Finishing your course and moving on to the next step in your life is exciting but you may also have some concerns, particularly if you are moving away from familiar areas and friends. When you leave Hadlow College you can keep in touch with your friends and staff by joining the Alumni Association. You will be invited to events and activities throughout the year and an annual reunion. You will be kept up to date on job vacancies within your chosen field of study and on developments at Hadlow. This is free and offers a little more support for you as you progress on to your next course or into a job.

Did You Know?

- There are organisations specifically to support you emotionally and financially.
- You may be entitled to receive support from your local authority to help you continue your education until you are 25.
- Hadlow College has a Young Care Leavers Group aimed at supporting you.
- If you are interested contact Student Support Services for more information.

Contact

Student Support Services • www.thewhocarestrust.org.uk
www.voiceyp.org • www.careleavers.com
www.buttleuk.org • www.thecareleaversfoundation.org
http://leavingcare.org/
Young carers

It’s not always easy

If you look after a parent, relative, brother or sister who is ill, has a long-term illness, has a physical or mental disability, is addicted to drugs or alcohol, then you could be a young carer.

Sometimes it might be too much to cope with and you may feel alone, angry or worried. It’s good to talk about how you feel and ask for help if you need it.

Caring for someone can make you feel tired so try to look after yourself too. It's okay to have some time doing things you enjoy, like relaxing with friends or listening to music. The person you are caring for wants you to enjoy life too. It can be hard to think about your future, whether you plan to get a job or an apprenticeship, continue onto the next level course in college or progress onto university. But you have to live your life too. That doesn’t mean that you love your family any less.

Hadlow College has a zero tolerance to bullying, if you are experiencing unwanted attention or being bullied talk to your Personal Tutor and let them know your situation. They will be able to offer support or sign post you to Student Support Services when you need to talk to someone. There are also many support groups locally to help you.

Contact

- www.carersuk.org
- www.carers.org
- www.gov.uk
- www.carersfirst.org.uk
- www.bullying.co.uk
- Childline 0800 1111 www.childline.org.uk
- www.childrenssociety.org.uk 0845 300 1123

Being a carer

- Being a carer means looking after someone, even if it’s just for a few hours a week.
- If you’re finding things hard, is there anyone else who can share the caring?
- Not talking about how you feel means you might miss out on getting the support you need.
- You may struggle to keep up with your work and fall behind in lessons. Talk to your Tutor and get support.
- If you’re planning to work in the future, some companies have Carers Policies to make it as easy as possible for you.
Friendships and socialising

Positive relationships

You might find it a bit daunting to have to get out there and make new friends. But when you are a student at Hadlow, it’s not hard at all. You’ll see just how easy it is from the moment you set foot on campus. And of course, don’t forget about your old mates, you can still keep in touch and tell them all about your new life at Hadlow.

You may want to invite them to a social event such as the Summer Ball.

The Student Union is the focal point of student life and the college’s social hub. Being pro-active and getting involved is an excellent way for you to fully enjoy and be part of the vibrant college life offered at Hadlow. There’s so much to do and so many events to go to, you will find it easy to get chatting to people.

Here at Hadlow, we have all sorts of students and you will get the opportunity to make friends with many different types of people. If we respect others it helps us remember to respect ourselves. Positive relationships with friends, family as well as people we come across in our everyday lives are so important.

Our friends play an important part in our lives and help shape us as a person. Make sure you value them and let them know you do. The way we treat other people makes a big impression on them, so, try to be positive and helpful - a smile goes a long way!

Check Moodle for a full Events Diary so you can plan ahead.

Top tips

• Sign up to the Wednesday afternoon enrichment events and meet new people and try out new things.
• If you see someone on their own, ask them to join you, it may be quite daunting for people at the start to really mix in.
• Attend the Induction and Welcome events at your site and at Hadlow, it will help you settle in quicker.
• Student Support Service Staff will help buddy you up if you are nervous about joining in.
• Remember – once you’ve taken the first step it will just keep getting easier.

Contact

• Student Support Services • Tutor and Lecturer
• Email: Peermentoring@hadlow.ac.uk

Talking helps

• To have good relationships with people, you need to talk about how you’re feeling.
• Treat people like you’d like to be treated and listen to what they’re saying.
• If you’re having problems with your parents, talk to someone outside the family who you trust, like a friend or teacher.

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If you’re having problems with your parents, talk to someone outside the family who you trust, like a friend or teacher.
Peer pressure

Peer pressure is when you think you should do something because other people, particularly your friendship group or others your age say you should, or because you think everyone else is doing it too. Sometimes people do things because they want to be liked, or they worry that they’ll get bullied if they don’t follow the crowd. If you are doing things because your mates are, or changing what you normally do to fit in, then you are being affected by peer pressure.

Some of the things you might feel pressure to do now or in the future:
- Wear the same clothes as your mates.
- Drink alcohol, smoke or take drugs.
- Commit a crime.
- Change your friends because your other mates don’t like them.
- Skip lessons.
- Have a boyfriend or girlfriend.
- Have sex.

It’s normal to want to fit in with everyone else, but in the end people will think you’re a lot cooler if you learn to make your own decisions. Just because people say they are doing something doesn’t mean that they are, most young people don’t do things they feel they shouldn’t.

Is a friend of yours feeling peer pressure?
- If your friend doesn’t want to do something either, back them up.
- This can really help them, and it’ll make peer pressure easier to resist.
- Help them to make their own choices – they will gain confidence.
- Don’t put pressure on your friends.

Are you feeling peer pressure?
- It’s hard if you’re the only one saying ‘no’ but be brave.
- If your friends want you to do something, ask yourself how you really feel about it, and stick to what you believe in.
- If you say ‘no’ to something, real friends should respect your decision. If they don’t, maybe you need to find new friends.
- It’s better to have a few friends than lots of friends who try and make you do things you don’t want to do.

Look out for:
- People might say “Everyone else is doing it, so why aren’t you?”
- Nobody should be made to do anything they don’t want to do as they will probably regret it.
- You or someone else being bullied and forced to act in a way which makes you or others unhappy.
- You may be pressurised into becoming a bully.

Contact
- www.nspcc.org.uk 0808 800 5000
- ChildLine (24hour) 0800 1111 www.childline.org.uk
- www.likeitis.org
- www.bullying.co.uk
- Moodle and the Student Handbook will have a list of rules and behaviours that are acceptable. Make sure you know them.
Bullying

The real story

Bullying can often be things like name calling, hitting, happy-slapping or stealing someone's things. It also includes stuff that's less visible, like sending nasty texts or spreading gossip about someone.

People get picked on for lots of reasons. Being bullied can make you dread going to college and can also make you feel depressed, lonely and even suicidal.

If you’re being bullied, you’re not alone. You might feel that there’s no way out but there are lots of ways to get help. If people are making nasty remarks about you then it may be because they are jealous or do not understand you.

Hadlow College has a zero tolerance to bullying and any incidents will be dealt with quickly and effectively. Speak up for yourself and try to talk to the person who is being nasty towards you. They may not know how their behaviour is making you feel. If they do not stop talk to your Tutor or Student Support Services who can help.

Spotting the signs

Signs someone’s being bullied:
- They become unhappy, withdrawn or aggressive.
- They start missing college or come in late.
- They’ve got physical injuries they don’t want to talk about or try to hide.
- They pretend to be ill.

Are you being bullied?
- It may not stop until you tell someone.
- Act confidently to send out the message that you’re not afraid.
- Stay with others - you’re more likely to be picked on if you’re on your own.
- Keep a diary and keep all electronic messages as evidence of what happens.

Is your friend being bullied?
- Take their worries seriously.
- Stick up for them.
- They might want you to be with them for support when they tell someone.

Contact

- Personal Tutor • Student Support Services
- www.bullying.co.uk
- www.nspcc.org.uk
- www.samaritans.org 08457 90 90 90
- www.childline.org.uk 0800 1111

Cyberbullying

Cyberbullying is bullying by text, instant messaging or email messages. It can be making mailing comments about someone on the internet through a website or through social networking sites. It can also be the uploading of embarrassing videos or photographs by people you trusted to the internet or distributing them by mobile phones.

Do not respond to the messages, save them or take a screen shot as evidence.

There are ‘report abuse’ facilities on many websites. Tell a member of staff. In some cases you may want to involve the police.
Abuse

It's not your fault

Most young people get enough care and love to grow up into happy, healthy adults. But some aren't so lucky, and experience abuse. It can feel like your life is falling apart.

If you are being abused:

- Remember that it's not your fault.
- Be brave and tell someone and help us stop the abuse.
- Don't suffer in silence, even if you might be worried about talking.
- The first step is the hardest and everyone will understand that.

There are four kinds of domestic abuse:

Physical - which is assault, wounding or serious injury.

Sexual - which is when you're forced to have sex, or someone touches you in a way that makes you feel uncomfortable.

Emotional - which is when someone criticises you all the time or shouts at you.

Neglect - which is when you don't get enough food or don't have clothes to keep you warm.

A young person often knows the person who is hurting them or making them do things that they should not. Abuse can happen anywhere and to anyone. If you are being abused it can be very upsetting and it can make you feel frightened, angry, alone, guilty and unloved. You must tell someone. Your Tutor, Student Support Services, Social Services or the Police will be able to help you. The college has training staff known as Designated Child Protection Co-ordinators (DCPCs) who will support you. All staff have a legal duty to report cases of abuse in order to keep everyone safe. Be brave and tell someone, everyone has the right to feel safe.

Contact

- Student Support Services
- Designated Child Protection Co-ordinator
- Tutors or another trusted staff member
- www.refuge.org.uk 0800 0160 878
- www.childline.org.uk 0800 1111
- Call 999 in an emergency.

If you are being abused:

- They may become quiet and withdrawn or aggressive.
- They have injuries they can’t explain.
- They don’t want to undress for sports or games.
- They don’t like being touched.
- They put themselves down.

Signs someone’s being abused:

- They may become quiet and withdrawn or aggressive.
- They have injuries they can’t explain.
- They don’t want to undress for sports or games.
- They don’t like being touched.
- They put themselves down.
Dealing with inappropriate behaviour

Speak up

We all have the right to feel comfortable, safe and at ease with our colleagues, fellow students and staff members. It can be upsetting and threatening to be harassed, touched against your will, crowded-by or commented-on by someone we do not wish to be too close to.

Our personal space is just that - personal!

If someone gets too close for comfort you have the right to politely ask them to back off. If the behaviour continues tell someone, don’t put up with it or ignore it or their behaviour may just get worse. Sometimes people do not even realise they are making you feel this way, but a polite and firm word can put things right. If you do not speak up they might think you like the attention!

Inappropriate verbal comments, joking, texts or emails or being overly suggestive can be just as worrying and sometimes more threatening as physical contact. The way we speak to one another is important. We should all respect each other and our differences. Be civil, courteous and polite and think - if your words or actions offends or have a negative effect on someone you may also be demonstrating inappropriate behaviour yourself. Stop, rethink and change what you say and do.

If someone is being treated inappropriately

• Stand apart - if faced with a ‘joke’ or ‘funny remark’ which demeans anyone, at the very least show you’re not amused.
• Don’t laugh - better still, show you think the humour is in bad taste, by saying so, by your expression, or by walking away.
• Show solidarity - if someone is getting a hard time, show them (and those responsible) that you’re with the victim, for example, by standing beside them, by standing up for them, or by speaking privately and supportively to them afterwards.

Contact

• Student Support Services
• Personal Tutor
• www.acas.org.uk
• www.bullyonline.org
• www.equalityhumanrights.com

Dependancy

Inappropriate behaviour may also take the form of dependency and you may feel that you are being isolated and separated out from your other friends by someone who needs to offload their problems on to you. This can be a very destructive form of friendship. Seek support to help deal with and resolve the dependency.

We all have the right to feel comfortable, safe and at ease with our colleagues, fellow students and staff members. It can be upsetting and threatening to be harassed, touched against your will, crowded-by or commented-on by someone we do not wish to be too close to.

If someone gets too close for comfort you have the right to politely ask them to back off. If the behaviour continues tell someone, don’t put up with it or ignore it or their behaviour may just get worse. Sometimes people do not even realise they are making you feel this way, but a polite and firm word can put things right. If you do not speak up they might think you like the attention!

Inappropriate verbal comments, joking, texts or emails or being overly suggestive can be just as worrying and sometimes more threatening as physical contact. The way we speak to one another is important. We should all respect each other and our differences. Be civil, courteous and polite and think - if your words or actions offend or have a negative effect on someone you may also be demonstrating inappropriate behaviour yourself. Stop, rethink and change what you say and do.

If someone is being treated inappropriately

• Stand apart - if faced with a ‘joke’ or ‘funny remark’ which demeans anyone, at the very least show you’re not amused.
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• www.bullyonline.org
• www.equalityhumanrights.com
E-safety and exploitation

How to stay safe on the internet:

- Don't use your real name in chatrooms and forums.
- Edit your privacy settings on your social networking site so that only people you know can view your information.
- Don't be about your age.
- Don't give out your email address, mobile number, home address or college address.
- Be careful where you post your photos and who can see them; remember once something is on the net then it can be accessed by lots of people, and you might not want them looking at your pictures!
- If you decide to use a chatroom, use a public one, not private, where there are only two people.
- Don't agree to meet anyone you've met on the internet.
- Grooming is where typically an older person will use the internet or its services to communicate with young people.
- Peers and friends can become involved and try to introduce others to exploitation. Don't be pressured into doing something you do not feel is right.

Staying safe

The internet is a great way to keep in touch with your friends who you don't see every day, through social networking and chatrooms. Cyber-bullying and sexual exploitation can happen to anyone and can happen in different ways including being groomed through the internet, face to face, mobile phone, introduced through friends, peer grooming and even being exploited as some sort of gang initiation.

It is important to make sure you know the person you are speaking to because not everyone tells the truth about who they are. They may not be the same as they have said and not the same age. There are older adults who use the internet to exploit young people. Never post unacceptable images of yourself on the internet, and never let someone else take pictures of you and use them in this way. These photographs may seem like a bit of fun in the heat of the moment, but they will be there forever and there's not much you will be able to do about it.

Stay safe on the internet by making sure you are only speaking to people you know. Don't give out details about yourself, and never go on your own and meet someone from a chatroom or social networking site if you don't know them.

Bullying can happen on the internet, in chatrooms and text messaging. It is as serious as physical bullying and must stop. If you are being bullied you must talk to someone you trust.

Contact

- Student Support Services
- Personal Tutor
- www.ceop.police.uk
- www.thinkuknow.com
- www.childline.org.uk

What to do if you think you are in danger:

- If you think someone in a chatroom or forum is lying about who they are - report it by using the Click CEOP button.
- Warn your friends if someone has added you as a friend and you don't know them, they may have added your friends as well.
- If you think you are being bullied or targeted on the internet, via chatrooms, email or text, tell someone.
Equality and diversity

Equal opportunities to succeed

We are proud to provide an environment where equality of opportunity is offered and diversity celebrated. We expect anyone entering the college to contribute towards this environment so that it remains a welcoming and inclusive place. We actively celebrate diversity and will vigorously challenge any form of discrimination or bullying. We are happy to make reasonable adjustments to ensure that students with a disability do not face disadvantage in studying and achieving at the college.

A student experiencing racial hatred may need help from Student Support Services or someone with a disability may need to have special equipment. The fact is that none of us are the same and we all have our own individual needs. Some people may need more help than others due to their personal characteristics and they have a right to receive this support.

A student experiencing racial hatred may need help from Student Support Services or someone with a disability may need to have special equipment. The fact is that none of us are the same and we all have our own individual needs. Some people may need more help than others due to their personal characteristics and they have a right to receive this support.

The law

The Equality Act 2010 outlines how we should act towards each other and identifies groups that are protected from unfair treatment because of a characteristic or identity that they may have. These protected characteristics are: age; race; disability; gender; sexuality; gender re-assigned; marriage and civil partnership; pregnancy and maternity; religion and belief.

Haddie is our Equality Champion

He will support you with all aspects of equality and can be contacted on the Haddie Hadlow Facebook page.

Hadlow College is an inclusive college where all should feel safe, valued and welcome.

All staff will actively:

• Stamp out bullying and discrimination.
• Ensure all have equality of opportunity.
• Raise awareness and foster good relations between people and groups.

Contact

• www.thinkuknow.co.uk • www.childline.org.uk
• www.raceequalityfoundation.org.uk • www.race.org.uk
• www.equalityhumanrights.com • www.stonewall.org.uk
• Haddie Hadlow Facebook page

Discrimination

Try to see differences in people as a positive thing, and not something to be suspicious or scared of. If you feel you are suffering from discrimination it is important to tell someone. See the contacts section for places to get help if you’re being discriminated against.

Learn as much as you can about people as individuals. Knowing about different cultures, disabilities, sexualities and views can help you see past the label, and appreciate the human being.
Lesbian, gay, bisexual, transgender

You are not alone

Sexuality comes in many different forms and can in some cases be quite difficult to deal with. It may even be possible that up until now you have never considered the idea that you may not be straight. There are people who can describe themselves as ‘gay’, ‘lesbian’, ‘bisexual’ or ‘straight’. Whatever you’re feeling in terms of sexuality you are perfectly normal. There is no rulebook which tells you what is right or wrong.

You may also feel that you do not belong in the body you were born with and feel that you are more like the opposite sex. Some people born male may change their sex to female and vice versa. Their gender has been reassigned to the opposite sex.

You may be afraid to tell friends or parents how you feel. It may take time, but they will often accept the fact or maybe they know already.

You have the right to be ‘you’ - so be confident with your sexuality! Accept and understand the way you feel.

Look out for:

- The Hadlow LGBT Group. Contact Student Support Services for information.
- There are no physical signs to look out for with sexuality.
- Understanding sexuality can be confusing and people might need support and guidance. Speak to your Doctor if you have concerns about your sex or sexuality.
- If you experience bullying because of your sexuality, talk to a member of staff. Hadlow College has a zero tolerance to bullying and this behaviour is not acceptable.
- If you experience homophobia or discrimination talk to your Tutor or Student Support Services. This is also against the law and should be dealt with appropriately.

Contact

- www.lgbtyouth.org/ox/
- www.stonewall.org.uk
- www.llgs.org.uk/services.html
- www.akt.org.uk
- www.beaumontsociety.org.uk
- www.gayyouth.org.uk
- www.pridesports.org.uk
- www.genderedintelligence.co.uk
- www.equalityhumanrights.com

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Globetrotting at Hadlow

Expand your horizons

The thought of travelling and finding your way around the world can be frightening and off putting as there are so many different things to consider: new cultures, different languages, unusual food, different religions and beliefs, strange customs, money and time differences... the list is pretty long!

Our Globetrotting experience at Hadlow College will introduce you to many different countries across the continents and help you understand that although there are, in some cases, big differences to how we live and what we know, everyone should be treated as an equal and with respect. The more we know and understand the easier differences are to accept and embrace.

During lessons, Tutors will introduce comparisons from around the world and help you develop a level of understanding that will enable you to travel and work with other people in different communities to the ones you are familiar with. Travelling can be an exciting experience and working in another country may be in your future career plan. Never let differences and uncertainty get in the way of your goals.

Globetrotting Diary at Hadlow
We will look at different countries during each month and you are all invited to join in the fun and excitement of experiencing different societies, customs and celebrations by taking part in many different activities through the year.

Contact:
- www.equalityhumanrights.com
- Student Support Services
- Tutor and Curriculum Teams

Look out for
- Wednesday afternoon enrichment activities.
- Group Tutorial themed sessions.
- Food demonstrations and sampling.
- Dance and music from around the world: themed events in the evening.
- Global celebration events throughout the year.
- Fundraising and supporting local and international communities.

Be active
- Introduce international themes and talk about your own experiences.
- Share your views and opinions with others in a respectful way.
- Don’t make judgements, simply because someone is different to you.
- Learn about differences to help you understand others.
- Ask questions... discussion is a great way to explore the world without travelling.
- If you see someone being bullied because they are different do something about it. Stop in and help and tell a member of staff.
- Discrimination is totally unacceptable and Hadlow has a zero tolerance to bullying.
- Ask questions… discussion is a great way to explore the world without travelling.
- If you see someone being bullied because they are different do something about it. Step in and help and tell a member of staff. Discrimination is totally unacceptable and Hadlow has a zero tolerance to bullying.
- Don’t make judgements simply because someone is different to you.
- Share your views and opinions with others in a respectful way.
- Be active
Your personal health

It’s your responsibility

Now you are a student and maybe travelling on your own or living away from home you will need to take responsibility for your own health and well-being.

Apart from trying to lead a healthy lifestyle there are some practical things you need to do like:

• Register with a GP if you are living away from home.
• Keep up with dental appointments. If you are living away from home, you may wish to keep your home Dentist and organise check-ups on the holidays.
• Make a note of the local A&E, hospital and any emergency contact details.
• Use the NHS 111 health line if you need urgent help or advice, but it is not a life threatening emergency.

If you have a long-term condition, such as Asthma, Diabetes or Epilepsy, organise medicines and tell your new GP. Be aware of serious diseases such as Meningitis which are easily spread, especially when sharing accommodation. Meningococcal bacteria are passed from person to person by coughing, sneezing and intimate kissing.

Contact
• NHS 111 • www.meningitis-trust.org
• Student Support Services • Personal Tutor
• Doctor/GP • Sexual Health Clinic • Counsellor
• www.alertdsservices.co.uk/

6 student health tips:

1. Register with a local GP.
2. Register with a Dentist - You can apply for help with health costs, including prescriptions and dental care, ask at the surgery.
3. Check your vaccinations - you may want to be immunised against tetanus, Meningitis C and Mumps before starting at college.
4. Get contraception - Even if you don’t plan to be sexually active while you’re a student, it’s good to be prepared.
5. Rest and eat healthy food - getting enough sleep and eating well will mean you have a better chance of staying healthy.
6. Make taking showers, brushing your hair and teeth, cleaning and drying your clothes and using deodorant part of your personal hygiene routine.

*Source : www.nhs.uk/Livewell
Healthy lifestyles

The healthy student

There is no reason why you cannot have a healthy and happy lifestyle while studying. Just think: Food, Exercise and Sleep! You are now responsible for all aspects of your health and well-being so take the plunge at your local pool and get active.

Avoid expensive and unhealthy microwave meals or takeaways and eat as much healthy fresh foods as possible. A balanced diet will help you stay healthy and active.

What to do

- Let staff and the Restaurant Team know about your dietary needs.
- Eat breakfast regularly to give you energy all through the day.
- Go to a park or a green space to socialise, get some fresh air and have fun.
- Find out when your local leisure centre runs cheaper seasons for young people. You can often get free trials.
- Join the many events and activities planned throughout the year.

Sleep

It's important you maintain a healthy mind whilst you are amongst the intense combination of work and play that comes with being a student.

One important factor of this is sleep. Students can get into quite irregular sleeping patterns due to the college experience. It will make the world of difference to get a good night's sleep. Not only will you feel mentally refreshed, you will look a lot healthier and feel happier too.

Contact

- For support and advice speak to your GP
- www.dofe.org
- www.sportengland.org
- www.sustrans.org.uk
- www.nhs.uk/Change4life
- Student Support Services

Avoid taking public transport every time you head into town or go to college. Why not try walking? Get a bike and explore. Bikes are a really good idea and get you some well-needed exercise whilst being environmentally friendly.

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If you are into exercise and sports there will be plenty on offer for you, whether it’s a college sports team, running club or sports centre. They are easy to join and welcome new members. If these are not to your liking, join some of the taster sessions we have planned for the year. Salsa and Zumba dancing may be more to your taste. If there is something you have always wanted to try let us know and we’ll try and get a group together. This can be great fun and great for your health too.

Try not taking public transport every time you head into town or go to college. Why not try walking? Get a bike and explore. Bikes are a really good idea and get you some well-needed exercise whilst being environmentally friendly.
Sustainability at Hadlow

At Hadlow we are keen to do what we can to protect the environment for future generations and are always looking for more ways to be environmentally friendly. Some of the things that the college has done to help with this are:

- Harvesting rainwater for irrigation, recycling wherever possible and turning off electrical equipment when it is not in use.
- In 2011 the college produced a Carbon Management Plan which was signed off by the Carbon Trust. In this we committed to reduce our carbon footprint by 25% by 2014.
- To tie in with this Carbon Management Plan, we also launched the LESS campaign in 2011, which encourages staff and students to use LESS energy, fuel and water and create LESS waste.

You could make a difference to your carbon footprint by making small changes in your life:
- Switch off the lights and unplug electrical equipment when not in use.
- Recycle your rubbish! This can be a great way to really get to know your own habits and start thinking about buying goods that can be recycled.
- Did you know that you can recycle your unwanted clothes, shoes, books and electrical equipment as well as food and packaging waste? Look for your local recycle sites and start putting back what we have taken out.
- Hadlow promotes sustainability through reducing the amount of paper being used, installing motion sensors and timers for electrical fittings and have distributed recycle points and bins throughout the college.
- Talk to your college friends and see how you can cut down on your carbon footprint.
- Walking, cycling and using Public Transport are all great ways to reduce your carbon footprint whilst keeping you fit and healthy and save you money at the same time.
- Buy low energy appliances such as light bulbs. These last longer and can save you money.
- Think about where your food comes from and try to buy locally produced products. This not only keeps the local businesses going but reduces the carbon footprint.
- Buy goods with minimal packaging and ensure that any packaging can be recycled.
- Reuse carrier bags and recycle the old ones you don’t need.
- There are Staff Sustainability Champions in all buildings who are responsible for switching off and using LESS.
- Join our Student Sustainability Group and get involved in the LESS campaign.
Focus on the good things

There are lots of factors, which can affect our moods and feelings of positivity, motivation and energy. We can often play a major part in the way we feel, by following some simple recommendations like keeping healthy. Get enough
sleep and leisure time, exercise, eat a balanced diet, avoid too much alcohol,
do not take drugs and set realistic goals. Have a positive attitude and be a
‘can-do’ person!

A healthy person is often a happier person. No matter what your thoughts are
telling you, it really is a good idea to exercise when you’re feeling all out of
positive thoughts! Feeling down drains our energy and even getting out of
bed can take a monumental effort, so it may be hard to imagine exercising at
all when we’re feeling low. Endorphins are a natural feel-good chemical, which
are released into the bloodstream when we exercise. Smiling releases
endorphins too, so smile each morning and set the mood for your day!

If we eat too much we get fat, which makes us anxious, tired and depressed
with all sorts of feelings of low self-esteem.

You can be dragged down by the negativity of others around you and
arguments. Find a strategy to remain positive and look on the funny side of
things. Feeling out of control may also get you down so plan ahead and set
a good work/study to social life balance and take control of your happiness.

Happiness and positive thinking

To remain positive write
down all the things that you
are grateful for, something
that you would like to
achieve (this could be
something simple like going
home on time) and also
something that you feel
proud of. You’ll be surprised
how many good things you
have going for you.

Set yourself achievable
goals each week and you’ll
feel great about yourself
when you tick them off.

Talking to people can help
raise your energy and
remind you that you’re not
alone. Go outside. Even a
little bit of sunshine can help
raise your mood a little.

If you have continuous
feelings of depression tell
someone.
Feeling low and mental health

How to cope

Depression, stress and anxiety are serious and common problems and there is a great deal that can be done to help. The first step to getting help is to be able to recognise the problem. Sometimes it is easy to put ourselves under too much pressure about how we look, college work and exams and what other people think of us.

People are more at risk of becoming depressed if they are under a lot of stress and have no one to share their worries with.

Depression is commonly caused by a mixture of things rather than any one thing alone. Some people have experiences that lead to depression including family breakdown, the death or loss of a loved one, stress, abuse, bullying and physical illness. Depression can also be triggered if too many changes happen in your life too quickly.

Depression affects so many aspects of your life, your outlook, how you feel and what you are able to do. It can mean you find it difficult to cope with normal daily life.

Depression can cause serious problems, such as:

- Difficulty getting on with friends and family.
- Loss of friends.
- Loss of confidence and difficulty making decisions.
- Inability to study, work and perform well in exams.
- Difficulty with day to day tasks.
- Eating problems, turning to food for comfort and eating or dieting excessively.
- Lying, stealing and missing college.
- Being moody and irritable, easily upset, ‘ratty’ or tearful.
- Feeling out of control.
- Becoming withdrawn, avoiding friends, family and regular activities.
- Feeling guilty or fraud, being self-critical and self-blaming and beating yourself.
- Feeling unhappy, miserable and lonely a lot of the time.
- Finding it difficult to concentrate.
- Not looking after your personal appearance.
- Changes in sleep pattern, tiredness and lack of energy.
- Frequent minor health problems.
- Not enjoying life anymore.
- Depression increases the risk of drug, alcohol or solvent abuse, self-harming (such as drug overdose), wrist cutting and even suicide.
- Are you being bullied, exploited or suffering abuse?

Talk to someone you trust and who you feel understands. There is a team of Hadlow staff championing Mental Health and they will be able to signpost you to the right sort of support. Talking can also make it easier to work out practical solutions to problems. For example, if you are stressed out by exams or study, you could talk to your Tutor or ask for a Student Mentor who has also gone through exam stress.

What to do next

- Try to understand why you are feeling this way.
- Talk to someone and don’t keep it to yourself.
- You can talk to your GP in confidence if you have continuous feelings of depression and hopelessness.

Contact
- Doctor/GP
- Student Support Services
- Mental Health Champions (Hadlow Staff details on Moodle)
- peers@hadlow.ac.uk
- www.anxietyuk.org.uk 08444 775 774
- www.youngminds.org.uk
- www.mentalhealthcampaign.org.uk

Could this be you?
- Feeling low and irritable, easily upset, ‘ratty’ or tearful.
- Feeling out of control.
- Becoming stressed about minor things.
- Becoming withdrawn, avoiding friends, family and regular activities.
- Feeling guilty or fraud, being self-critical and self-blaming and beating yourself.
- Feeling unhappy, miserable and lonely a lot of the time.
- Finding it difficult to concentrate.
- Not looking after your personal appearance.
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The right to feel safe

The term ‘anti-social behaviour’ means you’re causing someone else distress, harm or harassment.

When we talk anti-social behaviour, we mean things like getting drunk, fighting, threatening other people, using abusive language, shoplifting or vandalising property.

Some young people blame peer pressure, or say they’re bored and there’s nothing to do where they live. They might have an unhappy family life or be in trouble at college.

Most anti-social behaviour at college is alcohol related. Students who drink too much may lose their judgement and inhibitions so may do something silly or dangerous. In some cases this can lead to fights, or being arrested ending up with a criminal record. Remember that if you get a criminal record, especially one that has violence, it will seriously affect your chances of getting a good job in the future.

Anti-social behaviour is not seen as a good thing. Everyone has the right to live without fear. This also applies to young people who feel threatened by other young people’s behaviour.

Be aware of the impact you can have on others.

ABCs and ASBOs

The government is encouraging young people to behave well with these things:

- Acceptable Behaviour Contracts (ABCs), a written agreement between a young person and their local authority to stop problems before they start.
- Anti-social Behaviour Orders (ASBOs), a set of rules given to a young person between 10 and 17 whose behaviour is causing problems. The rules may prevent them from going places or meeting certain people.

Are you aware that if you are over 17, the police can question you without an adult being present?

Contact

- Student Support Services
- www.drinkaware.co.uk
- In the event of anti-social behaviour contact 999

Signs that someone is at risk of anti-social behaviour include:

- Missing college or being in trouble at college.
- Stealing or shoplifting.
- Having unexplained amounts of money.
- Mixing with a bad crowd.
- Using drugs and/or alcohol.
- Violence towards others.

Be aware of the impact you can have on others.
Stress techniques

Learning how to cope

Feeling stressed occasionally is normal, but too much stress is bad for your health. Lots of things can cause this - college, course work and exam pressure, being bullied, family problems or when someone close to you dies.

Try to understand what makes you feel this way and what you can do to avoid it. If you’re really anxious, it can make it hard to cope. It can really help to have someone to talk to about things. Express yourself, talk to your friends, Tutor or Student Support Services or talk to a Professional.

How to reduce your stress level?

- Organisation, plan and time management techniques
- Pre-empt the problem and have some solutions to fall back on.
- Learn to not worry if it is outside your control. Increase your tolerance.
- Recognize and accept your limits, be realistic, but ambitious.
- Learn how to cope with the situation that is causing you to be stressed and don’t let things build up.
- Remember to eat healthily.
- Exercise.
- Have fun.
- Be positive and get plenty of sleep.

Look out for:

- If you’re really anxious, it can make it hard to cope. You must get help if you feel so bad you think about running away from the situation, taking an overdose, self-harming, or if you feel life is not worth living.
- Being unable to sleep at night even though you feel tired during the day.
- Arguing with friends and family.
- Feeling emotional, tearful and vulnerable.
- Feeling unusually anxious and irritable.
- Having a headache, upset stomach or skin rash.
- Feeling you have no control and are useless.

Contact

- Student Support Services
- Personal Tutor
- www.thesite.org

Coping with stress

- You may feel under too much pressure to do well at college. Maybe you are putting yourself under too much pressure.
- Take a deep breath and walk away from stressful situations even if it’s only for a few minutes.
- Eat a healthy diet and aim to get enough sleep.
- Don’t smoke, drink or take drugs to cope with stress.
- Don’t skip college and hide away, things won’t suddenly change or get better.

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Self-harming is injuring yourself on purpose so you bleed, leave a scar, mark or bruise or taking an overdose. The most common ways to self-harm are cutting, scratching, hair pulling and burning. Some may use drugs or alcohol as a form of self-harm. Speak to a member of the Student Support Services Team or your Tutor for guidance on how to control your self-harm and to talk about what could possibly be triggering it.

Girls are thought to be more likely to self-harm than boys, but this is because boys are more likely to punch out at walls, which isn’t always recognised as self-harm.

People self-harm for different reasons. Some people feel bad because they’re being bullied or abused, some may be stressed or are suffering a toe or maybe missing someone.

People who self-harm often don’t ask for help because they feel ashamed of doing it, but there is support out there and it needn’t rule someone’s life. You may feel powerless right now but once you have talked it through you can work towards understanding why you are self-harming and how to go about working through this difficult time.

**Look out for:**
- **If you are self-harming:**
  - Don’t keep it bottled up, talk to someone you trust.
  - Keep a record of how you feel when you want to self-harm.
  - Keep wounds clean or they might become infected and make you ill.
- **If a friend is self-harming:**
  - Listen to them and let them talk about how they feel.
  - It might help them if they know you’re there for them.
  - Encourage them to see their GP.
  - Visit websites and contacts for support.

**Contact**
- Samaritans 08457 90 90 90 • Childline 0800 1111
- www.mind.org.uk • www.youngminds.org.uk
- www.b-eat.co.uk • www.childrensmentalhealth.org.uk • www.nструктур.org • Doctor/GP • College Counselling Service
If you are sexually active, one of the risks you undertake is the possibility that you will become pregnant. This is a risk taken by both partners. No form of contraception is 100% reliable. You can get pregnant or a Sexually Transmitted Infection (STI) the first time you have sex.

The college has a Sexual Health Clinic on site at Hadlow and Student Support Services staff are able to offer the C-card scheme. You will need to register for a card, which you can use to provide you with free condoms as well as advice and help. It is a confidential service for all young people, which offers condoms to all and will give guidance on contraception.

Visit your local Sexual Health Clinic or GP before you start a sexual relationship and know how to keep yourself safe. It is a good idea to think about and plan contraception, so you are prepared. It is also unpleasant and sometimes embarrassing to have an STI.

Chlamydia is a real risk

Chlamydia is the most commonly diagnosed STI. Most people who are infected have no symptoms, so they do not know they have it. If left untreated, it can cause complications including infertility. Condoms can protect against Chlamydia.

C-CARD

<table>
<thead>
<tr>
<th>Contact</th>
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<tbody>
<tr>
<td><a href="http://www.chlamydi">www.chlamydi</a> screening.nhs.uk</td>
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<td><a href="http://www.nhs.uk/worthtalkingabout">www.nhs.uk/worthtalkingabout</a></td>
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<tr>
<td><a href="http://www.fpa.org.uk">www.fpa.org.uk</a></td>
</tr>
<tr>
<td>Student Support Services</td>
</tr>
<tr>
<td>Sexual Health Clinic at the Hadlow site</td>
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</tbody>
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Alcohol, drugs and substances

Why do young people try drugs and alcohol?

Lots of young people want to know about drugs and alcohol - this doesn’t mean you have to take them or feel like you should just because people around you are. There are lots of reasons why people drink or take drugs, sometimes it’s because they think it’s going to be fun. Drugs can seriously affect your health and the way you see the world around you. They can lead to depression, loss of judgement and even death. There are many risks with any drink or drug use, so ask yourself if it’s really worth it?

Maybe you’re thinking about taking drugs because you’re stressed at college or worried about your home life. Try to understand why you want to take drugs or drink, and try to find a better way to deal with pressure. Talk to your Tutor or member of Student Support Services who will be able to support you.

Prescription medicines should only be taken by the person whose name is on the medicine. Even prescription medicines can have serious side effects if not taken correctly. If you are worried seek advice from the person who has prescribed them to you or your GP.

Are you drinking too much?

How much is too much?

- If you’re an adult man, the most you should drink is four units a day.
- If you’re an adult woman, the most you should drink is three units a day.
- A unit is half a pint of beer or a single measure of spirits. When you drink more than twice the recommended daily limit it’s called binge drinking and it’s bad for your health.

Are you drinking too much?

- Are you drinking because you’ve got problems at college or at home? Try to solve these.
- Are your friends drinking a lot too?
- Remember, it’s ok to say no, don’t feel under pressure to drink.

Is your friend drinking too much?

- Help them to face the fact that they’ve got a problem and get some help.
- Remember that they have to want to change their habits - you can’t do it for them.

Contact

- Student Support Services • Frank 0800 776600 www.talktofrank.com • www.drinkaware.co.uk • Childline 0800 1111 www.childline.org.uk • Call 0800 022 4332 or visit www.smokefree.nhs.uk

Zero tolerance

Hadlow College has a zero tolerance to drugs, substance and paraphernalia and if you are caught in a drugs related incident you will be excluded from college and the Police will be involved (see Student Disciplinary Policy and Procedures). Talk to us if you have a problem before you make the mistake of getting involved at college.

Commonly used drugs

People use all sorts of substances, both legal and illegal, to get ‘high’. Illegal drugs are things like Cannabis (weed), Amphetamines (speed), Ecstasy (E), Cocaine and Heroin. Many legal substances are also harmful and addictive like cigarettes, alcohol, glue, petrol and aerosols. It’s illegal for shopkeepers to sell tobacco products or alcohol to anyone under 18.
Safeguarding

Keeping yourself safe

Look out for:
- When you’re out and about, be careful not to show your iPod or mobile phone; you may find yourself a victim of crime.
- It’s not a good idea to walk home alone at night, so arrange to have lift home with your friends if you can.
- Always let someone know where you are and the time you expect to be home.
- Strangers offering you a lift, just say no.
- Never drink and drive.
- Carry your AlertID on you when out and about.

What to do:
- Follow your instincts, if you feel unsafe do something about it.
- Keep a number of a taxi/minicab firm in your mobile phone book.
- Keep enough money for the bus, train or taxi journey home.
- Report any incident to the Police.
- Don’t drink to excess as it will lower your ability to make safe judgements.
- Leave some emergency money in the house just in case something happens and you need it for the taxi.
- Don’t flash your iPod or mobile around as this can tempt thieves and muggers.
- Always be wary of giving out personal information about yourself, especially on Internet chatrooms when you don’t know who is on the other end.
- Don’t let fear of crime stop you having fun but do take steps to prevent yourself from being a target.

Contact
- Student Support Services
- Personal Tutor
- Duty Warden 07974 440887
- Childline 0800 1111
- www.victimsupport.org.uk
- www.ceop.police.uk
- Police 999 • www.alertidservices.co.uk/hadlow

As you get older you need to take responsibility for looking after yourself. When you’re out and about, there are things you can do to keep safe and feel more confident. Trust your instincts - if a situation doesn’t feel right walk away. Make sure a friend or family member know where you are, and travel with friends, especially at night.

At clubs or bars watch your drink as spiking drinks with drugs is a growing problem. Don’t drink too much or take drugs as this also makes you vulnerable. If you get home use a registered taxi with friends and try and book it in advance. When using buses and trains sit near the driver or in a carriage with as many people as possible.

Don’t let fear of crime stop you having fun but do take steps to prevent yourself from being a target.

College rules and regulations are here to help you make the right choice and keep safe. Know the boundaries and don’t take risks.

Don’t let fear of crime stop you having fun but do take steps to prevent yourself from being a target.

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Anger management

Recognise and deal with it

Anger can be positive. It is often better to express our feelings than bottle them up. The energy we waste through anger can be channelled into other areas producing more positive results.

It is when anger gets out of control and you are unable to control your actions and feelings that problems can arise. This could result in hurting yourself, or upsetting someone and saying something you wouldn’t normally say.

Learn how to recognise and deal effectively with your anger. There may be danger signs you can look out for like sweating, fast heartbeat, light-headedness or feeling that you are out of control. Maybe you are pushing yourself too hard or have been through a bad experience in the past, which triggers feelings of anger and frustration.

There are relaxation techniques, maybe find a place where no one else can hear you and scream at the top of your voice, or punch a pillow. Competitive sports for some can relieve anger whilst others find calming music, walking or even cooking can make us feel calmer.

We run workshops at Hadlow College for anyone wanting to find the right technique to manage their anger and talk through any problems they may have. Knowing the triggers and dealing with them in a more productive less agitated manner is the first step.

What to do:

Try to stay calm and take deep breaths to give your heartbeat a chance to slow down. Book onto an Anger Management Workshop at college. This may be a group session or an individual session depending on individual need.

Visit your GP to discuss different options available to you in order to help manage your anger.

Try to work out what makes you angry and don’t take your anger out on those around you.

It is important to sort out disagreements with people. If you don’t, anger will build up and it will probably turn to resentment, which can cause even more anger.

Do not try to do too much, be realistic and set manageable goals.

Look out for:

- Anger ranges from mild irritation to violent rage. Feelings of anger can affect your body, your heart beats faster, adrenaline levels increase and your blood pressure and temperature rise.
- You can become aggressive suddenly or you build up feelings and explode as it all becomes too much for you.
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- Resources in the LRC and Student Support Services that can help you understand your triggers and how to control your temper.

Contact

- Student Support Services
- www.angermanage.co.uk
- www.sortoutstress.co.uk

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- www.sortoutstress.co.uk
Peer mentoring

Helping you settle into your new life

Peer Mentors are there to help you settle into college life. This may be for the first few weeks when you find your way around or when you are doubting whether you can cope with the workload. Remember, other students have felt the same and got through it to succeed and be happy at college. These students have now volunteered to be College Mentors and will talk to you about your concerns and feelings and help you develop ways to settle in quickly and overcome these worries.

You will be allocated a Mentor who will buddy up with you, the Mentee. The goal is to provide you with practical assistance and support. Your Mentor will build a relationship with you, based on trust, confidentiality and mutual involvement by taking time to get to know you and listening to and discussing your concerns. Your Mentor values your opinions and beliefs and will encourage you to talk about future plans.

Your Mentor is not a substitute for your Tutor, Support Services Officer, Warden or other member of the Team but works alongside them to support you. You might even want to become a Mentor yourself one day.

Becoming a Mentor

Do you remember how you felt when you started at college? With some experience of life at Hadlow, you may want to become a Mentor yourself and offer support to new, inexperienced students. There is an ASDAN short course award for Mentors.

Becoming a Mentee

If you are shy and finding it hard to make friends, worried about your course or the work or struggling with living away from home, contact Student Support Services to be buddied up to a Mentor.

Contact

- Student Support Services
- peermentoring@hadlow.ac.uk
- www.asdan.org.uk
- www.ucas.com
- www.mandbf.org

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Student involvement

Get Involved with the college

Be part of the Hadlow Student Union
Do you want to get involved in the workings of the college? Being part of the Student Union is an excellent opportunity to take part in representing fellow students in all aspects of college life, and an opportunity to make a difference to the whole student experience.

The Student Union Executive is made up of 11 individuals: President, Vice-President, Treasurer, Secretary, Sports, Social, Community, Fundraising Representatives and a Representative from each of our sites. Each role involves a high level of responsibility with the representatives being key to ensuring that all students have equal opportunities to experience everything that Hadlow College has to offer. Responsibilities across all roles include attending meetings as requested by the Governing Body and Senior Management Team, promoting and taking an active role in the student Learner Voice Forums, organising social activities such as the Winter Party and Summer Ball, generating funds for internal and external activities and attending college promotional events such as Open Days.

In addition to the responsibilities of the Student Union, two members of the Executive will also be elected to become Student Governors. The election process will commence in March each year. Full details of the process, roles and responsibilities can be found on Student Services Moodle page by following the link to Student Union and Course representatives.

As well as being great fun, being part of the Student Union is also a great way to gain management and organising skills, increase career prospects and add valuable experience to your CV!

Contact
• Student Support Services
• Personal Tutor
• student.union@hadlow.ac.uk
• coursereps@hadlow.ac.uk
• www.nus.org.uk

Become a Course or Student Representative
Volunteer to represent your fellow students studying on the same course as you. Put your name forward and ask to be nominated by your class mates. You will be asked to gather views from the group and take to college meetings and conferences as their representative. You can help shape the course you are studying on now and for future students. Develop a greater insight into college life and get involved.
Have your say

Being a student doesn’t just mean studying - you can get involved in new things such as Learner Voice. You will be doing something positive not only for yourself but for the college. Your participation and enthusiasm can make beneficial changes to your life as a student. Get involved – it’s fun!

Speak to your Tutor or Student Support Services about getting involved and suggest your friends get involved too. Everyone can contribute and participate.

You might even start up a new club or new activity with the help and guidance of Student Support Services. Join a sports team or a club, fundraise for charity or volunteer your services to the local community or college.

The Learner Voice is your opportunity to help put your views across and help improve the services and facilities of the college and to raise the quality of teaching and learning. Look out for the feedback too. If you have put ideas and questions forward make sure you receive and read the feedback. Some feedback will come quickly as we have the answer but sometimes it takes a little longer as we need to research a little more before giving an answer.

Write to learnervoice@hadlow.ac.uk if you haven’t heard back.

Be part of the decision making process by putting your name forward as a Course Representative or a member of the Student Union. Take responsibility and gather views from your fellow peers and use the Group Tutorial sessions to feedback when you have the answer. Your Personal Tutor will give you time to do this.

Feeding back to you…

Whatever you say, we will feedback through:
- Notice Boards
- Posters
- Moodle
- Group Tutorial
- Course and Student Representatives
- Electronic boards

Contact
- Student Support Services • learnervoice@hadlow.ac.uk
- The Learner Voice Boards and White Boxes

Learner Voice Platforms

Learner Voice falls into two groups:

Group 1
- General Cross College Services and Facilities: “You said, We did”… Boxes and Boards.
- Learner Voice Forums and Focus Groups.
- Question Time with the Principal and members of the Senior Management Team.
- Questionnaires and Surveys.
- Group Tutorial gathering information from and feeding back to the group.
- Student Conferences.
- Meetings and Committees.

Group 2
- Curriculum, Course and Teaching and Learning:
  - Curriculum Health Checks.
  - Course Focus Groups.
  - Annual Course Review.
  - Course Meetings.
  - Group Tutorials.
  - Questionnaires and Surveys.
  - Student Council.
The next step

New feelings and emotions

This is an exciting time where you will be making decisions about your future and what to do next in your life and in your career. You may be learning to drive or buying your first car, renting a flat with friends or cooking for the first time and managing your money. Getting a job, applying for an apprenticeship or going to University are all part of this transition.

Any change can be daunting. Making the transition from school to college is one of the first big steps. Leaving familiar surroundings and friends behind may be making you anxious and you may be worried about how you will cope. These feelings are normal but the best way to overcome them is to talk to someone about how you are feeling and make a list of all the benefits and good things that the change will bring.

You will soon discover that these outweigh the worries that you have. You may be moving away from your friends, but you can still keep in touch with them and make new friends at the same time! You may also be facing challenges such as family illness or the death of someone close to you. Student Support Services can guide you through these difficult times.

As part of your individual tutorial with your Personal Tutor, you will develop an action plan which you can create to suit your own needs and set targets to help achieve them. You will ... Plan (E-ILP) regularly. This will help you cope with the transition and help you take and feel in control of your life.

Your Group Tutorial sessions will help point you in the right direction and guide you through the many transitions you may be facing. The Careers Co-ordinator will be able to offer guidance on your next step and the right careers choice for you to help you plan ahead for your future.

Top tips

- List all the changes in your life and highlight the positive benefits.
- Identify your worries and seek support.
- Develop a strategy to help you cope with the changes in your life.
- Ask for a Peer Mentor.
- Plan ahead and take control.
- Visit the Careers Hub.

Contact

- www.ucas.com
- www.barnardos.org.uk - voluntary work for students
- www.volunteering.org.uk
- peermentoring@hadlow.ac.uk
- Personal Tutor
- Student Support Services
- Careers Co-ordinator
Useful contacts

National contacts

- Action for Children
  Practical information for children, young people, and parents going through a family break-up.
  (0300 123 2112)
  www'actionforchildren.org.uk

- Beating Eating Disorders
  For advice and information on all types of eating disorders.
  (0845 634 1414)
  www.b-eat.co.uk

- Brook
  0808 802 1234
  www.brook.org.uk

- Child Exploitation and Online Protection Centre
  www.ceop.police.uk

- Family Planning Association (FPA)
  0845 122 8690
  www.fpa.org.uk

- Frank
  0800 77 66 00
  www.talktofrank.com

- National Domestic Violence Freephone Helpline 24-hour
  0808 2000 247

- Samaritans
  08457 90 90 90

- YoungMinds Parents Helpline
  0808 802 5544
  www.youngminds.org.uk

- www.anxietyuk.org.uk
  08444 775 774

- www.besavvy.org.uk

- www.childline.org.uk

- www.drinkaware.co.uk

- www.idas.org.uk/healthyrelationships

- www.juniorcitizen.org.uk

- www.mind.org.uk

- www.nhs.uk

- www.quitbecause.org.uk

- www.smokefree.nhs.uk

- www.sunsmart.org.uk

- www.thesite.org

- www.thinkuknow.com

- www.wreckedlastnight.com

- For LGBT young people
  www.stonewall.org.uk
  www.tht.org.uk

- www.anxietyuk.org.uk
  08444 775 774

- www.besavvy.org.uk

- www.childline.org.uk

- www.drinkaware.co.uk

- www.healthtalk.org.uk

- www.juniorcitizen.org.uk

- www.mind.org.uk

Local contacts

Hadlow Campus
Hadlow College, Tonbridge, Kent TN1 0AL
Reception Tel: 01732 850551

Canterbury Campus
Hadlow College, Spring Lane, Canterbury, Kent CT1 1TB
Reception Tel: 01227 829340

Mottingham Campus
Hadlow College, Mottingham Lane, Mottingham, London SE12 9AW
Reception Tel: 020 8851 2698

Greenwich Campus
Hadlow College, 341 Shooters Hill Road, Shooters Hill, DA16 3RP
Reception Tel: 020 8331 3410

Absence Hotline
(for all sites)
Freephone: 0800 804 8817

Student Attendance Monitor
Direct line: 01732 853269

Residential Warden
Tel: 07976-440887