

How to Report Sexual-Misconduct, Harassment or Bullying

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1. Do you feel bullied or harassed, or have you experienced sexual misconduct?

1.1 Bullying and harassment can be conducted face-to-face, via the telephone, in written communications, e-mail, text messages or through social media. It can be directly targeted at an individual or indirect by creating an offensive environment. Individuals or groups can be responsible for bullying and harassment.

1.2 Because bullying, sexual harassment and harassment can take many forms, it is not always easy to know if you are or have been subject to such conduct. If you feel unsure and wish to discuss potential bullying, sexual harassment, or other forms of harassment in confidence, you should:

- Meet with the Student Welfare Officer or another senior member of staff (students).
- Meet with a senior manager of your choice (staff and governors).

2: What to do if you are being bullied, harassed, or experiencing sexual misconduct

2.1 If you are being bullied or harassed or experiencing sexual misconduct, you can discuss your situation in confidence as identified in 1.2 to obtain another perspective or seek support and guidance on the options available to you. Your concerns will be handled sensitively and confidentially throughout this procedure, and you will be supported by the Student Welfare Officer. If it is deemed necessary, the College will arrange interim measures to protect the interests of all parties involved and which will consider the academic, welfare and support needs of the parties. These may include alternative working arrangements, support, or the suspension of an employee or student during the investigation of the complaint.

2.2 Those being bullied, harassed, or experiencing sexual misconduct are advised to keep notes of the details of the alleged incident(s) as soon after the event as possible. Details kept should be:

- Date(s), time(s) and place(s) of incident(s)
- Name of any witnesses
- What actually happened
- How it made them feel
- Any action taken e.g., reported to Student Welfare Officer or line manager
- Original copies of any correspondence received

2.3 Where it is safe and/or appropriate, the College will first attempt to resolve the issue informally, by making it clear to the individual(s) responsible that their conduct is deemed as unacceptable and that it has been considered as bullying and/or harassment, or sexual misconduct, and that the person who has reported this behaviour would like it to stop immediately.

2.4 Alternatively, if the person experiencing the bullying/harassment or sexual misconduct are unwilling to report the incident themselves, they can do so anonymously. Should an individual witness an act of bullying, harassment or sexual misconduct, they can report this, either in person to the Student Welfare Officer, or line manager, or anonymously. A box is available in Reception, where such reports can be made. The College website includes a document detailing, 'How to Report Sexual-Misconduct, Harassment or Bullying' along with a 'Harassment and Sexual Misconduct Reporting Form' and a 'Sexual Misconduct, Anti-Bullying and Harassment Anonymous Reporting Form.' A paper copy of the Anonymous Reporting Form is also available at Reception.

2.5 If an anonymous allegation of bullying/harassment or sexual misconduct is made, this will be investigated by the Student Welfare Officer and/or Director, who will set in motion the processes listed below. Should reports be found to be malicious (when an allegation is made that is found to lack any basis in fact), this will be investigated, and the claimant (if known) may face discipline. Please note that the College will take any anonymous report seriously and carry out an investigation but the outcome and decision will remain an internal matter unless it is considered so serious that outside agencies, such as the police, are involved.

2.6 If a report is made, the College will arrange to set up a meeting involving the person who has reported the behaviour, along with the person(s) accused of the unacceptable behaviour, where those involved can discuss the nature of the issue and agree, where appropriate, on an informal solution. The expectation at this stage is that the person you inform will listen to you, make discreet investigations as appropriate, and propose a way to resolve the issue fairly and promptly. This could include, for example, facilitating a meeting between you and the person responsible for the conduct, so you can explain how the conduct is unacceptable and/or unwanted.

2.7 By this stage, the person whom the complaint has been made against will be notified of the complaint and who the complainant is (if not reported anonymously and with the permission of the complainant). Although every effort will be taken to ensure that only those affected by the complaint will be informed, additional people may be notified in instances where safety may be a concern. This will be handled as appropriate to the specific circumstances at hand. If it is deemed necessary, the College will arrange interim measures to protect the interests of all parties involved and which will consider the academic, welfare and support needs of the parties. These may include alternative working arrangements, support, or the suspension of an employee or student during the investigation.

2.8 If all informal efforts to resolve the issue have been unsuccessful or, in extreme circumstances, where the issue warrants an immediate formal approach, the final option is to raise a formal complaint through the:

- Non-Academic Misconduct Procedure (students)
- Grievance Procedure (staff and governors)

2.9 Students can find the Non-Academic Misconduct Procedure on SharePoint ('Policies and Procedures' page) or the college website ('Policies, Procedures and Quality' page under the 'About Us' drop-down menu). Students are advised to report the matter using the Non-Academic Misconduct Procedure form. A hard copy can be printed out by a member of the admin staff if the student prefers. This should be to the Student Welfare Officer or general college email address.

Staff and governors can find the Grievance Procedure in the Staff Handbook. Staff are advised to report the matter using the college grievance form which should be submitted to your line manager or the line manager's manager.

3 Protection and Support for all involved perspectives

3.1 Students, staff or governors who make complaints, who have had complaints made against them, or anyone who participates in good faith in any investigation (including external parties) can expect to be treated with respect throughout and must not suffer any form of retaliation and/ or victimisation as a result. Any person found to have retaliated against or victimised someone in this way will be subject to the appropriate disciplinary process.

During the process of the complaint support will be given by the Student Welfare Office, outside support signposted and interim measures put in place if deemed necessary.