

**Use this form if you are a student / staff member /visitor** of Nelson College London who has experienced any kind of harassment or sexual misconduct where:

- the person causing the harassment or sexual misconduct was a student(s) or a staff member(s) or visitor(s) of Nelson College London.
- **If you wish your complaint to be formally investigated and the possibility of sanctions being imposed on a Student (s)/ Staff member(s) / Visitor(s).**

**Before completing this form:**

- **read all the relevant information** published in the College website <https://nelsoncollege.ac.uk/about/Policies>
- **seek advice** or support from designated Safeguarding Officers.

**Safeguarding Officer for Students:**

Aleksandra Osiniagova; Email: [a.osiniagova@nelsoncollege.ac.uk](mailto:a.osiniagova@nelsoncollege.ac.uk)

**Safeguarding Officer for Staff & Visitors**

Athiqul Islam; Email: [a.islam@nelsoncollege.ac.uk](mailto:a.islam@nelsoncollege.ac.uk)

**What is harassment?**

The College defines harassment as a single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of (i) violating the other's dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or offensive environment for the other person.

Harassment may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact. It can include bullying or discriminatory behaviour, including offensive comments, verbal abuse and non-verbal actions.

**What is Sexual Misconduct?**

The College defines sexual misconduct as including the following (whether it is within a sexual or romantic relationship, whether any consent to a sexual activity has been given previously and then withdrawn, whether the behaviour happens physically or virtually):

- touching inappropriately through clothes without consent;
- kissing without consent;
- sharing private sexual materials of another person without consent;
- someone inappropriately showing sexual organs to another person;
- attempting to or engaging in sexual intercourse or a sexual act without consent;

**Things to remember when submitting this form:**

- submit your form to the relevant '**Safeguarding Officer**'.
- you will receive an email within 3 working days, offering a meeting to confirm the next steps.
- the College can put in place precautionary action whilst an investigation is ongoing to prevent contact between you and the person you are reporting.

**Possible next steps after you submit this form**

Reporting of a **student(s) / staff member(s) / visitor(s)** misconduct

You are offered a meeting with the relevant Safeguarding Officer' to discuss the actions that can be taken  
(If you wish, the meeting can also be arranged prior to submitting this form)

**Your contact information**

<b>Title:</b>			
<b>First/Given name(s):</b>			
<b>Surname/Family name:</b>			
<b>College Email:</b>			
<b>If you are a student:</b>			
<b>Your College ID Number:</b>			
<b>Degree/Course of study:</b>			
<b>Start date of course:</b>		<b>Year of study:</b>	

**Specify the student(s) or staff member(s) or visitor(s) you are reporting:**

1. \_\_\_\_\_
2. \_\_\_\_\_

1. **Set out the details of the harassment or sexual misconduct, include dates and factual details where possible.** Please be aware that, with your consent, this form may be shared with the people you have reported so include as much or as little detail as you wish, there will be other opportunities for you to provide further information.

2. **State what action (if any) has taken place since the events you have described.**  
For example, have you had any contact with the other people involved, have you reported the matter to your College or anyone else?

3. Please provide the name and email address of a supporter, if you would like us to copy them in to any correspondence we send you. A supporter could be any member of the College staff, your Lecturer / Tutor or a family member.

<p><b>Name:</b></p> <p><b>Email Address:</b></p> <p><b>Relationship:</b></p>
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4. Please provide any other information that you would like to make the College aware of: (There is an option for you to choose to not to complete this box as there will be other opportunities for you to provide further information).

5. **A Statement of Agreement' by the student / staff member**  
*(please tick to indicate your agreement with each statement):*

<ul style="list-style-type: none"> <li>• I have read all the relevant information available on the webpage:  <a href="https://nelsoncollege.ac.uk/about/Policies">https://nelsoncollege.ac.uk/about/Policies</a></li> </ul>	
<ul style="list-style-type: none"> <li>• I understand that the College may need to consider my personal details that could include sensitive information which will be shared with the relevant members of staff, to deal with my report effectively.</li> </ul>	
<ul style="list-style-type: none"> <li>• I understand that the College is likely to confidentially provide the details of this form and any evidence to the person I have reported. I understand that before this happens I will be informed of what information the person(s) will receive and when this will take place.</li> </ul>	
<ul style="list-style-type: none"> <li>• I confirm that the information I have given on this form is true, correct and complete, to the best of my knowledge.</li> </ul>	
<p><b>Signed</b> (typed signature accepted): _____</p> <p><b>Date:</b> _____</p>	

**Please submit your completed form to the relevant 'Safeguarding Officer'**

**Safeguarding Officer for Students:**  
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