

<b>Title:</b>	<b>Harassment &amp; Sexual Misconduct- Reporting Process for Students, Staff &amp; Visitors</b>
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## Harassment and Sexual Misconduct: Reporting Process for Students, Staff & Visitors of Nelson College London

### Support for you:

Nelson College London provides a range of support for students, staff and visitors to access where they have experienced any form of harassment, bullying, discrimination or sexual misconduct. Whether or not you want to report, it is important that you have access to support in relation to your experience.

If you or others, you know have experienced inappropriate behaviour then it can often be helpful to seek support from designated Safeguarding Officers.

**Safeguarding Officer for Students:** Aleksandra Osiniagova

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## 1. Informal Reporting Process:

### 1.1. Anonymous Reporting for Students, Staff and Visitors

1.1.1. The '**Anonymous Reporting Form**' enables anyone who is or has been a student, staff or visitor to the Nelson College London to anonymously report any inappropriate behaviour of any kind from staff, students or members of the community, including harassment, bullying, discrimination and sexual misconduct.

1.1.2. The college takes this type of complaint very seriously. There are support and reporting options available for those that have experienced any type of harassment. However, the College understands that formally reporting an incident is not something that everyone wishes to do; it takes time and energy, and sometimes includes sharing very personal information. Therefore, this option enables you to anonymously record this type of behaviour.

1.1.3. No action will be taken but the information you provide will be collated and analysed to help monitor the prevalence of incidents that take place and understand their impact.

## 2. Reporting Harassment and Sexual Misconduct.

Use ***Harassment and Sexual Misconduct Reporting Form***, if you want an action taken that limits your possible interaction with other Student(s) / Staff(s) / Visitor(s)

- 2.1. The College will acknowledge the receipt of your form within 7 working days.
- 2.2. Once you have submitted the form, you will be invited to a meeting.
- 2.3. **No record** of your report will be held on your or other Student(s) / Staff member(s) file.
- 2.4. The procedure will not make any findings or decisions about whether the harassment or sexual misconduct has taken place.
- 2.5. Following investigation, outcomes can include a '**Conduct Agreement**', which can stop a student(s) /staff member(s) / Visitor(s) from contacting or approaching you.

### 2.1. Formal Reporting Process:

- 2.1.1. 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); then you can raise a complaint under the '**Disciplinary Procedure**' by completing the '**Harassment and Sexual Misconduct Concern Form**'.
- 2.1.2. The College will acknowledge the receipt of your form within 3 working days.
- 2.1.3. This involves meeting you to understand the complaint, investigating the matter and where appropriate, charging the student/staff with harassment (a single, or repeated incident involving unwanted and unwarranted conduct towards another person which is reasonably likely to have the effect of
  - a) violating other's dignity
  - b) creating an intimidating, hostile, degrading or offensive environment.
- 2.1.4. Where a charge is made, you may be requested to attend to give evidence.
- 2.1.5. If a student /staff member is not satisfied with the outcome of this formal investigation, then he/she can request a **formal review** with the **Principal**, within 10 working days from the date of the outcome of the '**Disciplinary Procedure**'. The Principal (or any other nominated person responsible for the service concerned) will conduct the review and communicate the outcome within 10 working days with a **Completion of Procedures letter** which will confirm that the College's internal procedures have been exhausted.

## 3. Reporting to the Police:

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- 3.1. You can report the matter to the police if you believe that a criminal offence has been committed.
- 3.2. If you decide to report the matter to the police, you can still report the matter to the College.
- 3.3. The College will take precautionary action whilst the police are conducting the investigation, which will prevent the other student/ a member of a staff from having any contact with you during the investigation.
- 3.4. The College will wait until all police action and any subsequent criminal proceedings have completed before investigating or taking any further action.
- 3.5. Unless the College considers there to be an immediate and significant threat to you or other members of the community, it will never inform police about a matter you have reported without your agreement.

### Diagrammatic Representation:

#### Harassment and Sexual Misconduct: Reporting Procedures for Students and Staff

