

Harassment and Sexual Misconduct: Policies, Reporting, and Support

Document Date: November 2023
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Section A: Executive Summary

This document outlines Universities' policies and ways to support students and staff who have experienced harassment and/or sexual misconduct. This includes how students and staff members can report incidents online and get support from the University, the Students' Union, and external services. This is outlined for Royal Holloway and its ten main competitors.

Section B: Royal Holloway's Policies on Personal Relationships at Work and Sexual Misconduct, Reporting Misconduct, and Support by the University and the Students' Union

This section will cover important points from Royal Holloway's Personal Relationships at Work Policy and Sexual Misconduct Policy. It will also discuss how Royal Holloway supports those who have experienced misconduct, how students and staff report misconduct online and how Royal Holloway's Students' Union offers support. The information is gathered through the University's website, the Student Intranet, and the Students' Union's website.

B1. Royal Holloway's Personal Relationships at Work Policy

The Royal Holloway Staff Intranet provides a Personal Relationships at Work Policy which addresses regulations regarding relationships between staff members and between staff and students. This includes undergraduate and postgraduate students. The policy covers all close personal relationships like commercial relationships, family relationships, intimate relationships and close friendships. It covers all areas where such relationships raise questions about possible conflicts of interest or decision-making as well as abuse of trust and/or confidentiality. All managers are responsible to operate the policy with support from the Human Resources (HR) Department.

Relationships between staff and students:

- In the event of the development of an ongoing relationship with a student, the member of staff must declare the relationship to their line manager or Head of Department or Directorate. Heads of School should make such a declaration to a Senior Vice-Principal.
- Failure of staff to declare all close personal relationships (intimate, close friendship or family) with a student may result in disciplinary action being taken.
- The student is expected to declare their involvement to an appropriate member of staff like their Personal Tutor or Head of Department.
- The line manager or Head of Department or Directorate will ensure measures are put in place to prevent actual or potential conflicts of interest.
- If the student or member of staff is not satisfied with the arrangements made, they can consult their HR Business Partner (for staff) or the Head of Student Advisory and Well Being (for students) to have the position reviewed.

- Students or staff who do not consider the relationship to be truly consensual can seek advice from their HR Business Partner (for staff) or Head of Student Advisory and Wellbeing (for students). Students have a right to complain under the Code of practice on personal harassment for students. Staff's right to complain falls under the Dignity at Work policy.

Relationships between members of staff:

- If a member of staff's relationship with another member of staff can lead to a conflict of interest or decision-making, the member of staff must declare the relationship to their line manager or Head of Department or Directorate. Heads of School should make a declaration to a Senior Vice-Principal.
- Failure to declare a personal relationship may result in disciplinary action.
- The line manager or Head of Department or Directorate will ensure measures are put in place to prevent actual or potential conflicts of interest.
- If a member of staff is not satisfied with the arrangements made, they should consult their HR Business Partner to have the position reviewed.
- Staff who do not consider their relationship to be truly consensual may seek advice from their HR Business Partner. Their right to complain falls under the Dignity at Work Policy.

B2. Royal Holloway's Code of Practice on Personal Harassment for Students

The Royal Holloway website provides a document outlining the code of practice on personal harassment towards students. Some key points from the document are the following:

- Harassment is defined as 'behaviour that degrades, patronises, humiliates, intimidates or threatens a recipient'. This can happen on various grounds (race, age, religion, disabilities) or result from inappropriate attempts to initiate or sustain a personal or sexual relationship.
- There are two steps that should be followed in cases of harassment by College Students. The first step is trying to resolve the situation by reconciliatory intervention if appropriate, such as suggesting ways to address the issue without College intervention. If this is not effective, the second step would be to treat the incident as a disciplinary offence under the Student Disciplinary Regulations.
- Harassment could be grounds for disciplinary action, which may include termination of a student's registration.
- The following staff members are willing to offer first stage support and informal advice to students concerned about the issue of harassment: Student Support and Advisory Workers (in particular Senior Student Wellbeing Officer), the College Medical Officer (Health Centre), and the Students' Union Co-President (Welfare and Diversity). The Student Counselling Service and the Support and Advisory Services can also advise on external agencies that will offer confidential advice on cases of rape or sexual assault.

B3. Royal Holloway's Support for Sexual Harassment or Violence

The Royal Holloway Student Intranet has a webpage with resources to support those who have experienced sexual harassment or violence, or for those who are supporting a friend or peer who has. It includes the following sections:

- A guide from Surrey Police about reporting sexual offences. **Note:** the link to the document does not work properly, it only shows the title page and not the rest of the resource document.

- Emergency help for sexual violence, including:
 - What to do if you are still at risk or if others may still be at risk
 - What to do if you need urgent medical assistance or treatment
 - What to do if you do not require emergency treatment
 - What to do if you are not at further risk
 - All four sections include information such as phone numbers to contact for help and places victims can go to for support.
- Deciding what to do next, including:
 - Reporting an incident to the police
 - Delaying your report to the police
 - Not reporting to the police
 - All three sections include a description of how to do this, what will happen, and how to seek support. It is also mentioned that the University can provide support when reporting an incident to the police.
- Help and support available, including:
 - Finding help during week day office hours (Monday-Friday 9am-5pm)
 - Finding help at night and at the weekend
 - Help and support by phone
 - All three sections include contact details, both from the university (Wellbeing 'Support and Guidance' and 'Counselling' teams, Students' Union Advice Centre) and external support (GP Surgery, Police, Sexual Assault Referral Centre, RASASC (Independent Sexual Violence Advisors), Nightline).
- Continuing support, including:
 - Specialists in the local community who can provide continuing support, advice and counselling
 - Help & support available by phone

B4. Royal Holloway Be Heard

RH Be Heard is an online platform to report misconduct such as sexual harassment (amongst other types of misconduct, concerns or complaints). Students can submit a named or an anonymous report by filling out an online form.

- Named reports: these reports will be directed to the right team who will advise the student on the next steps, provide updates and support the student through the process.
- Anonymous reports: these reports provide the opportunity to anonymously record incidents in case a student is not comfortable with formally reporting an incident. The information that is gathered through anonymous reports will be collated and analysed to help monitor the incidents that take place, identify any patterns, direct resources to areas where there may be problems and plan interventions and initiatives as required.

The webpage also provides links to emergency help and access to wellbeing support.

B5. Students' Union Support

The Royal Holloway Students' Union (SU) website has a webpage about harassment. This webpage can be found under Support: Advice. It includes information about the University's approach, including links to the University's Code of Practice on Personal Harassment and RH Be Heard. **Note:** the link to 'find out more' leads to a deleted webpage.

The SU's website also has two webpages under Advice: Wellbeing. One webpage covers RH Be Heard: it explains how it works, what issues can be reported and how the Advice Centre can offer guidance with submitting a report and for any advice on next steps after reporting. The other webpage covers consent and sexual misconduct: it explains what consent and sexual misconduct is, offers information on how to get help, and includes links to RH Be Heard and Royal Holloway's Sexual Assault and Violence Support pages.

Section C: Benchmarking of Royal Holloway's Main Competitors

This section will summarise the available information, policies, and support regarding harassment and sexual misconduct for the ten main competitors of Royal Holloway. It will also outline how their Students' Unions support students who have experienced harassment or sexual misconduct.

C1. Queen Mary University of London

The University's website provides the following informational webpages:

- Sexual assault and harassment advice: includes information about the availability of a **Sexual Assault and Harassment Adviser (SAHA)**:
 - The SAHA this is a specialist adviser who provides short-term emotional and practical support to anyone who has been raped, sexually assaulted, or harassed, whether that's happened recently or in the past. The SAHA can support students whether this happened at University or not, and can also help them to access other available support services.
 - Students do not have to report your experience to the University or to the police to access support from the SAHA.
 - The service is free and available to any student who has experienced any form of sexual violence. The webpage has a list of examples of types of behaviour that would constitute sexual violence.
 - The website also offers examples of things the SAHA can support with, such as developing positive coping strategies, signposting to appropriate support services, and offering support through a reporting process if the student decides to engage with this.
 - Students can book a face-to-face or online appointment by completing a referral form or by asking their School's support contact to refer them.
- Sexual harassment and violence: includes signposting for students:
 - Links to Queen Mary's Report and Support pages (see below).
 - Links to the Security Team and a list of safe spaces in case issues occur on campus.
 - Links to a **short online course** that students can engage with, called 'Consent Matters' which teaches students how to recognise and ask for sexual consent and where to find support. The website states that it is expected for students to complete this module in the first two weeks of term as part of their welcome induction. Note: it is unclear if this is obligatory for students.
 - Links to support within the University (University counsellors) and external support like Nightline and The Samaritans.

The University has launched a platform called 'Report + Support' for all staff, students and visitors to Queen Mary's campus.

- Report: victims can report anonymously or report with their contact details.
 - Anonymous reports are used for statistics to better understand the prevalence of issues and how to tackle them.
 - Reporting with contact details will allow the university to contact the student, staff member or visitor to discuss options for further support and/or disciplinary investigation.
 - Both links have links to Frequently Asked Questions (FAQs), a **flowchart** that shows how reports are processed, and support pages.
- Support: the website provides 15 different support pages depending on the person's situation. These include the following pages:
 - Sexual Violence
 - Sexual Harassment
 - Sexual Misconduct
 - Stalking/Harassment
 - These four pages all provide information on what the type of harassment is and what support is available. This includes emergency contacts, specialist support, Queen Mary's support for student and staff, and further support.
 - Examples of Queen Mary's support for students: the Report and Support system, the Advice and Counselling Service, the SAHA, the student's Student Support Officer in their academic school, Residential Support, Security, and the SU's Academic Advice Service.
 - Examples of Queen Mary's support for staff: the Report and Support system, the Employee Assistance Programme, Trade Unions, and Queen Mary Occupational Health.
 - I am worried about someone else: includes a guidance for staff who are supporting students and a guide for anyone who is worried about someone else who has experienced or is experiencing any type of harassment or violence.
 - I have been accused of something: includes information about possible investigation and disciplinary action and links to get support.
 - Policies and processes: includes data insights, FAQs and how Queen Mary processes reports.
 - Full list of specialist support services.

Policy on Relationships between Staff and Students:

- Members of staff are strongly discouraged from entering a personal relationship with any student whom they are responsible for assessing, supervising, tutoring, mentoring, teaching or to whom they provide pastoral care or administrative and/or technical support.
- If a personal relationship already exists when the member of staff or student enters the university or develops while the student is registered at Queen Mary, the member of staff should declare their involvement to their Head of Department or their HR Partner who will liaise with the Head of Department.
- Heads of Department will ensure that the professional relationship between the parties is either ended, modified or reduced to ensure there is no threat to either party's integrity. For familial relationship, it is noted that this may be coincidental and thus perfectly acceptable in certain situations.

- Applicants for employment will be asked to declare any personal relationship, as defined in this policy, with existing members of colleagues, students, or members of Council.
- Relationships between academic/teaching staff and graduate students (PGR and PGT) are very strongly discouraged, especially between a supervisor and a graduate supervisee. If such a relationship develops, their Head of Department should be informed as soon as possible and the member of staff should withdraw from supervising the student, and from writing letters of recommendation for them.
- Students who are concerned about a relationship with a member of staff should consult their Personal Tutor/Academic Advisor, Student Support Officer, Senior Tutor or the Head of School (for Academics) or Faculty Operating Officer/Director (for Professional Services). Students may also seek support by contacting the Advice and Counselling Service or the Academic Advice service in the SU. Students who are concerned about a relationship that may raise a safeguarding concern can also contact their designated Faculty Safeguarding Officer.

Queen Mary's Students' Union's website:

- Sexual Health: Rape, sexual assault, domestic abuse and harassment: provides link to Report + Support, the Advice and Counselling Service at the University, the Academic Advice Service at the SU, and local and national organisations that can offer advice and support.
- Safety: Sexual violence, harassment, bullying and hate crime: provides links to support services and the University's Report + Support.
- Statement on sexual violence and harassment: in 2020, the SU made a statement and shared an action plan on sexual violence and harassment. This included improving the reporting and investigation processes as well as running more campaigns and training sessions.

C2. City University

The University's Student Hub provides the following informational webpages:

- What is sexual harassment and misconduct: includes the definitions of sexual harassment and misconduct, the behaviours that could be considered sexual harassment – including offline and online behaviours –, the different types of sexual misconduct, what consent is, and what to do if you're victimised.
 - Students can choose between a disclosure (telling someone at the University about their experience) or a formal report (sharing information about their experience to instruct the University to take appropriate action). Student can receive support after choosing either of those.
 - The webpage provides links to the Student Sexual Misconduct Policy, the University's support services and external support.
 - The webpage provides a link the University's tool to report concerns or incidents, or to make a disclosure, which is called You Report, We Support (see below).
- **Harassment Advisers:** the Harassment Adviser scheme provides a first point of contact for students and staff concerned about harassment and other related inappropriate behaviours. Harassment Advisers are a group of staff volunteers trained to provide advice and support, and they can help to explore the available options to resolve issues.

- Harassment Advisers are expected to: discuss problems confidentially, clarify options open to students and staff who may be experiencing harassment, and help them understand the University's policies and procedures.
- Harassment Advisers are not expected to: judge whether the behaviour can be classified as harassment and will lead to disciplinary action, approach the person that has been accused, be involved in a formal complaint or other formal stages, and take the place of professional counsellors.
- Students and staff can request to speak to a Harassment Adviser by completing the Bullying and Harassment Adviser Request Form. Afterwards, the Scheme Coordinators will identify a Harassment Adviser who will get in touch directly.
- The webpage provides additional links to internal and external support services.

You Report, We Support: online tool to report a wide range of issues, including sexual abuse, harassment, inappropriate behaviour and others.

- Students, staff members or others must fill in a short form to report an issue or incident. They can choose from a list of people who they can share their report with, and they can choose to make a named or anonymous report.
- After they have made their report, it will be shared with their selected teams.

Student Sexual Misconduct Policy:

- The policy applies to students, staff and third parties to the University.
- A report in relation to a breach of the Student Sexual Misconduct Policy should be made within 12 calendar months, unless there are appropriate reasons for a report at a later point.
- The policy includes definitions of sexual misconduct, consent and victimisation.
- If behaviour amounts to a serious criminal offence, the University will assess whether this should be reported to the Police by the University. This requires consent of the student.
- Students have access to a range of support in relation to sexual misconduct, including Local Safeguarding and Welfare Officer in their School; the University Harassment Advisers; the University Student Counselling, Mental Health and Accessibility Services; the University Health Centre; the University Chaplaincy; the University Student Centre and City SU. The University can also signpost students to specialist external support services.
- Students who make a formal report against another student should be considered under the Student Discipline Regulation.
 - Note: the hyperlink to the Student Discipline Regulation leads to a non-existing page.
- Students can make formal reports against a member of staff and members of staff can make formal reports against a student. Reports can also involve external parties such as members of the public or third parties.

City Students' Union's website:

- Bullying, harassment and sexual assault:
 - The SU has trained advisers and harassment advisers who can give advice, guidance and support. Students can **ask to speak to a specific gender or person of colour** if they would feel most comfortable to share their experiences that way, and the SU can try and accommodate this.

- Ways in which the advisers can help: give advice on the University's policies surrounding sexual misconduct and harassment, support to report the student's experience, and signpost to specialist support services.
- Students can access the advice service by filling in a case form. The student will get a response as soon as possible and there is an urgent cases policy that ensures students who need help quickly can be offered an appointment immediately or within the next 24 hours.

C3. King's College London

The University's website provides the following webpages:

- Report + Support: Helping to prevent bullying and harassment: explains shortly what Report + Support is and provides links to pages of Report + Support related to identifying unacceptable behaviours and accessing support.

Report + Support: online tool to report incidences of inappropriate behaviour.

Note: very similar to UCL's Report + Report online tool.

- Report: students and staff members can report anonymously or with contact details.
- Support: there are several informational webpages that include information about different types of inappropriate behaviour and how to get internal or external support, including:
 - Sexual Harassment, Sexual Misconduct and Sexual Assault
 - What is sexual harassment, misconduct and assault?
 - I'm a student needing support for sexual harassment, misconduct or assault.
 - I'm staff needing support for sexual harassment, misconduct or assault.

Preventing sexual harassment and violence report:

- King's has started the It Stops Here Campaign that aims to promote respectful relationships, establish a zero-tolerance culture and ensure effective reporting, monitoring and support for staff and students who have experienced sexual misconduct, harassment and hate crime. Some of the achievements includes an It Stops Here taskforce, an anonymous reporting system, online consent training for students, **staff training in disclosure management**, active bystander training and other online resources.
- Some future recommendations that were included in the campaign:
 - Recognise that sexual violence and misconduct are part of wider societal issues.
 - More detailed disclosure guidance and support for staff.
 - Provide appropriate training and support, including pastoral support, for staff receiving disclosures.

King's College London Students' Union's website:

- Non-academic misconduct: support when an allegation is made against a student.
 - Preliminary Investigation: Student Conduct and Appeals will investigate charges made against students. They may wish to talk to the student and an SU Adviser may be able to accompany the student. There are three possible outcomes after Preliminary Investigation: insufficient evidence, a warning for misconduct, or a full investigation.

- Misconduct Committee Procedure: a full investigation will lead to a formal Misconduct Committee hearing. The website outlines what will happen during the meeting and how a student can prepare. SU Advisers can advise with written statements and any appeals.
- How the SU can help: SU's caseworkers can talk through Misconduct regulations and procedures, answer any questions, accompany the student to relevant meetings such as a Misconduct hearing, and assist to complete an appeal. The student has to complete an Advice Case Information Form to access help.

C4. University of Reading

The University's website provides the following webpages:

- Harassment reporting and support: provides links to Bullying and Harassment pages and outlines characteristics that are protected under the Equality Act such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. This is for students and staff who want to find out more about types of potentially discriminatory conduct.
- Bullying and Harassment: link to the Harassment and Bullying Policy Statement that gives examples of what can be considered harassment and bullying and what formal procedures may follow. Also links to Report & Support (see below) and explains how this reporting tool works and what support is available for students and staff.

Report + Support: online tool for staff, students, and visitors to report issues of harassment, bullying, sexual misconduct, hate crimes, and other problematic behaviours.

- Report: anonymously or with contact details.
- Support: various types of inappropriate behaviours, including:
 - Sexual Misconduct and Assault: includes information on what classifies as sexual misconduct and assault, how someone can report and how they can find support.
 - What is sexual misconduct and assault?
 - It happened to me
 - It happened to someone I know
 - Consent Matters: **online consent training course**
 - Further support
 - Bullying and Harassment: includes information on what classifies as bullying and harassment, how someone can report and how they can find support.
 - What is bullying and harassment?
 - It's happened to me
 - It's happened to someone I know
 - Further support

Reading Students' Union's website:

- Advice & Support: Safety: Sexual Assault: focuses on consent and provides some resources that students can use when they feel unsafe. The Advice Service also offers support: students have to complete an online form to get in touch.

C5. University of Surrey

The University's website provides the following webpages and documents:

- Sexual misconduct case toolkit: explains what sexual misconduct is, sexual misconduct at university, the University's approach and testimonials. There is also a link to the University's framework for academics and professional staff:
 - Sexual misconduct case toolkit: includes information about available knowledge-based training, applying knowledge to skills, and practicing skills.
- Sexual Misconduct Procedures:
 - Defines and provides examples of sexual misconduct.
 - Proven incidents of sexual misconduct may result in dismissal, expulsion and/or referral to the police.
 - Disclosing or reporting sexual misconduct, or seeking support, can be done through: Report + Support, Centre for Wellbeing, Campus Safety Team, SU (students only), Personal Tutor / Supervisor (students only), Line Manager (staff only), HR Department (staff only), and Trade unions (staff only).
 - The person who makes the report can choose to request the University formally investigates the incident, report the incident to the Police, initiate support via Centre for Wellbeing and/or external agencies, or take no further action at the time.
 - Support is available for all members of the University regardless of whether a formal Report is made.
- Harassment and bullying: explains what harassment is, what bullying is, examples of unacceptable behaviours and ways to disclose harassment and bullying at Surrey University.
- Harassment and Bullying Procedure:
 - Defines harassment and bullying including example behaviours. Includes sexual harassment and sexual misconduct.
 - The University strongly discourages staff and students from engaging in relationships or close friendships. If it does occur, the staff member must notify their Head of Department/School and their local HR Business Partner. The student is encouraged to contact the SU for advice and support. They are also encouraged to ask that their work is assessed by someone else.
 - Romantic or sexual relationships between postgraduate research students and members of their supervisory team are **prohibited**.
 - There are various ways to disclose and report harassment and bullying, including early intervention, anonymous reporting, Report + Support, mediation, grievances, Campus Safety Team, Centre for Wellbeing, HR Departments (for staff), Trade unions (for staff), Line manager (for staff), Office of Student Complaints, Appeals and Regulation (for students), Personal Tutor/Supervisor (for students), SU (for students).
 - The person who makes the report can choose to request the University formally investigates the incident, report the incident to the Police, initiate support via Centre for Wellbeing and/or external agencies, or take no further action at the time.
 - Support services are available to members of the University who have experienced, witnessed or been accused of bullying and harassment.

Report + Support: online tool to report incidences of inappropriate behaviour.

- Report: with contact details or anonymously.
- Support: various types of inappropriate behaviours, including:
 - Bullying and harassment:
 - What are bullying and harassment?
 - I think I'm being bullied or harassed

- I think someone I know is being bullied or harassed
- What support is available if I've been bullied or harassed
- Sexual assault
 - What is sexual assault?
 - I think I've been sexually assaulted
 - I think someone I know has been sexually assaulted
 - What support is available if I've been sexually assaulted?
- Sexual harassment
 - What is sexual harassment?
 - I think I've been sexually harassed
 - I think someone I know has been sexually harassed
 - What support is available if I or someone I know has been sexually harassed?
- Looking after yourself; 24-hour support; Safeguarding; Policies and procedures

Surrey Students' Union's website:

- Where to get support: Sexual Violence, domestic abuse and stalking:
 - **Sexual Violence Liaison Officers (SVLOs)** (University of Surrey)
 - Various external support services
- NoMore Campaign: Union campaign which says No More to sexual violence, harassment and abuse for all students.
 - Examples of what is being done already: consent course is a **criterion for Societies Stars**, providing **personal safety alarms**, trained two members of staff to be SVLOs, and providing more communications to students about how to report, who to report to, and what happens when you report.
 - Examples of what should be done: ensure the victim/survivor voice is heard more when reporting, continue to ask students to take the consent course, consent course to be mandatory for all students at pre-registration, and ask students to write to the council regarding street light need.

C6. University of Southampton

The University's website provides the following webpages:

- Sexual Assault or Harassment:
 - Expect Respect: campaign ran by the SU and the University of Southampton to raise awareness about sexual violence and promote a zero-tolerance approach to sexual violence.
 - Options for available support (with links):
 - Discuss what happened with a support service
 - Make a complaint to the University Discipline team
 - Report the incident to University Security
 - Report the incident to the police by calling 999 in an emergency or 101
 - Report the incident via Report & Support
 - Examples of what the University can do to support, such as reviewing accommodation options, how to access support and discussing safety on campus.
- Sexual Misconduct Definition: document that provides information on what sexual misconduct is.
- Student Disability & Wellbeing: Bullying and abuse: defines bullying and harassments and includes links to ways of support.

Report + Support:

- Report: report anonymously or with contact details.
- Support: various types of inappropriate behaviours, including:
 - Sexual misconduct:
 - It's happened to me, what can I do?
 - It's happened to someone I know, what should I do?
 - What is sexual misconduct?
 - What support is available?
 - Bullying and harassment
 - It's happened to me, what can I do?
 - It's happened to someone I know, what should I do?
 - What are bullying and harassment?
 - What support is available?
 - Policy and guidance; Changing behaviour; Information and FAQs.

Southampton University Students' Union's website:

- SUSU Safe: discusses safety measures put in place by the SU, such as anti-spiking kits and the SUSU safety bus.
- Southampton Says Enough: campaign that aims to increase public awareness of sexual assault, harassment and violence in Southampton.
- The SUSU Advice Centre is a confidential and impartial service where an advisor can talk through the procedure, how to complain, what options are available and support the student through the process. This support includes checking draft complaints and attending any meetings with the University.

C7. Brunel University London

The University's website provides the following webpages:

- Sexual Violence and Sexual Harassment Guide: link to Sexual Violence and Sexual Harassment Policy, how to get support for students and for staff members.
 - Students: report to Security, contact Student Centre, discuss the matter with a personal tutor or lecturer, report the incident via the Report and Support Portal, call the police, or get emotional support from the university.
 - Staff: report to security, report via the Report and Support Portal, contact HR, contact an Anti-Harassment Advisor, Contact the Equality and Diversity Team, discuss the matter with a line manager or colleague, call the police, get emotional support from the employee assistance programme, or contact a trade union representative.
 - Note: a **separate list for students and staff** who need support makes it very clear and easy to navigate.
- Sexual violence, harassment and abuse support at Brunel: how the University can help:
 - Sexual Violence Liaison Officer (SVLO)
 - Security and Policing team
 - Report + Support
 - Student Support and Welfare Team
 - Other external support.

Policies:

- Sexual Violence and Sexual Harassment Policy:

- Defines sexual violence and harassment.
- Discusses legislation, disclosure, confidentiality, and getting support as a student or a staff member.
- **Training for University employees** on responding to disclosures of sexual violence and sexual harassment is highly recommended for all staff and a full day programme is delivered by Student Services.
- Student and staff members should use the Report and Support portal to report an incident.
- Relationships at Work Policy
 - Whilst staff are expected not to enter into a sexual/romantic relationship with a student for whom they have a professional responsibility, the University recognises that such relationships may exist.
 - Where a member of staff has a personal relationship with a student, it is the responsibility of the member of staff to inform their Head of Department and make alternative teaching, tutoring, supervision or assessment arrangements.
 - No research student will be accepted for study under the supervision of a member of staff with whom a personal relationship exists or existed.
 - When a close personal relationship develops between a research student and their supervisor, the member of staff must declare it to the Head of Department, who will be make alternative supervision arrangements.
 - The University advises students not to enter into any relationship with a member of University staff with any responsibility for them. If such a relationship develops, and the student is not sure that a member of staff has disclosed their relationship, they are encouraged to independently advise their Head of Department.
- Bullying and Harassment Policy:
 - Defines bullying and harassment.
 - Discusses disclosure, confidentiality, seeking support and advice. Examples of support are: contacting a personal tutor or lecturer, the Student Centre, Report and Support Portal, and the Advice & Representation Centre.
- Dignity at Work Policy (Bullying and Harassment): includes section on support for sexual harassment.

Report + Support:

- Report: anonymously or with contact details.
- Support: various types of inappropriate behaviours, including:
 - Bullying and Harassment:
 - What is bullying and harassment?
 - I think I'm being bullied or harassed
 - I think someone I know is being bullied or harassed
 - What support is available if I've been bullied or harassed?
 - Sexual violence:
 - What is bullying and harassment?
 - I think I'm being bullied or harassed
 - I think someone I know is being bullied or harassed
 - What support is available if I've been bullied or harassed?
 - Sexual Harassment:
 - What is bullying and harassment?
 - I think I'm being bullied or harassed
 - I think someone I know is being bullied or harassed
 - What support is available if I've been bullied or harassed?

Union of Brunel Students' website:

- The SU is running a Sex@Brunel campaign that focuses on sexual assault and rape. The website includes information about what sexual assault and consent are, **myths and statistics**, effects on survivors, a **consent quiz** and resources.

C8. University of Sussex

The University's website provides the following webpages:

- Stalking and harassment: defines stalking and harassment, provides links to help services for urgent help, support from the University, and local and national support.
- Sexual violence and misconduct: provides links to get urgent help, what to do next (including reporting to the police, delaying reporting to the police, deciding not to report to the police, and reporting to the University), how to get help from the University and other resources such as Consent Matters and local and national support services.
- Disclosing an incident and getting support: guideline on how to disclose an incident and get support from the University, including what incidents can be reported, why the student should tell the University about the incident, and links to the Report and Support tool (see below).
- University of Sussex Relationships Policy:
 - Those who work for the University must not abuse their position in any way, including by making any form of sexual advance towards students, pressurising students into intimate relationships, or through any form of sexual harassment.
 - The University discourages intimate relationships between its staff and its students.
 - If an intimate relationship develops between a student and a member of staff, that both parties regard as consensual, the staff member must disclose this to their Head of Department, School or Unit.
 - The student is encouraged to declare an involvement with a staff member to their Academic Advisor, Head of Department, or Head of School.
 - Where a disclosure of an intimate relationship is made, the Head of Department, School or Unit (as appropriate) will ensure measures are put in place to prevent actual or potential conflicts of interest.

Report + Support:

- Report: anonymously or with contact details.
- Support: various types of inappropriate behaviours, including:
 - Sexual violence and misconduct:
 - What is sexual violence and misconduct?
 - Legal definitions of sexual violence
 - What to do if you have been affected by sexual violence in the last 7 days (students)
 - What to do if you have been affected by sexual violence within the last 7 days (staff)
 - External help if you have been affected by sexual violence
 - Supporting a Friend
 - **Myth Busting**
 - Myth busting: a video from the University of York
 - Consent
 - Stalking and harassment:
 - What is stalking?

- What to do if you think you are being stalked
- Am I being stalked?: a video from the Suzy Lamplugh Trust
- What is Harassment?
- External help if you have been affected by stalking or harassment
- FAQs, policies and guidance; Someone has made a report about me; **Data from Report + Support** (Note: transparency regarding what incidents are taking place in the community based on data from reported incidents).

Sussex Students' Union website:

- Sexual Violence Operational Policy:
 - SU staff of duty manager level or above and elected officers complete **Care Pathways training**, which provides staff guidance on the best way to respond to reports of sexual assault from students.
 - Union members can disclose sexual violence to **any of the front-line SU staff**.
 - The SU has a Support and Advocacy team who can offer support in a number of ways, including acting as a first responder, and by providing advice, support and guidance through both the University and the SU's disciplinary proceedings.
 - Other support can be provided through the University Student Life Centre, the online reporting tool, support by the Union as an employer, and external support services.
- Zero tolerance policy guidance:
 - Includes the following incidents: harassments, sexual harassment, discrimination, sexual assault, physical assault, and threatening/abusive behaviour.
 - Includes how to make a zero-tolerance report. Front-line SU staff can assist students when making a formal report. **The SU has their own complaints and reporting tool**, separately from the University's Report + Support tool. The Union's Complaints & Reporting Form is for incidents that breach the Sussex SU's Zero Tolerance policy, but the SU encourages students to use the Report + Support tool to report abuse, discrimination, harassment or assault.
 - Includes what will happen once a student has made a report, including links to the SU's discipline procedure and the University's disciplinary procedures.
 - Students can also contact the University's Student Centre for support and advice.
- Sexual safety:
 - Link to the University's Report + Support tool.
 - Link to the SU's complaints and reporting form.
 - Links to advice and support services like the SU Advice Service and local organisations.
 - All students can access the Consent Matters Online Course.
 - The University and the SU roll two-hour **Healthy Relationship/Consent workshops**.

C9. University of Westminster

The University's website provides the following webpages:

- Sexual violence and harassment:
 - Includes deciding whether to report, how to seek support with students' studies and support within the University, including the Counselling Service.
 - Link to Report and Support tool to report incidents to the University.

- Harassment and bullying:
 - Members of staff are encouraged to seek advice and support via the HR Advisory Team.
 - Students are encouraged to use the Report and Support platform.
 - The University has launched the **Green Dot Active Bystander training programme** for members of staff and students. The training focuses on identifying, intervening and reporting sexual assault.
 - Diversity and Dignity at Work and Study Policy:
 - Support available for students: Student and Academic Services, UWSU advice service, personal tutors, disability tutors, student societies, Student Hub, and Report and Support.
 - Support available for staff members: line manager, Head of School or PS Director, HR, Employee Assistance Programme, Colleague Self-Referral Counselling provision, mediation provision, UCU, Unison, colleague networks, Juice Health and Wellbeing Platform, and Report and Support.
 - Defines behaviours like bullying, harassment and sexual misconduct.
 - Includes examples of unacceptable conduct behaviours that are considered harassment and bullying.
 - Routes for raising and resolving issues and concerns include a disclosure, a report and a complaint.
 - Professional Boundaries and Personal Relationships Policy
 - The University prohibits personal relationships between colleagues and students where: the student is under 18 or a vulnerable adult, the colleague has a direct professional colleague/student relationship with the student, or there are other factors that may indicate a risk of conflict of interest or favouritism, abuse of power, detriment or unfairness to the interests of the student.

Report and Support

- Report: anonymously or with contact details.
- Support: various types of inappropriate behaviours, including:
 - Bullying and harassment
 - I think I'm being bullied or harassed
 - I think someone I know is being bullied or harassed
 - What are bullying and harassment?
 - Sexual abuse support:
 - What is sexual violence/sexual abuse?
 - What should I do if someone I know has experienced sexual abuse?

University of Westminster Students' Union's website:

- The Report and Support platform: guideline about how to report and find report through the Report and Support platform.
 - Sexual Violence Liaison Officers: offer tailored support and guidance to students who are affected by incidents of sexual misconduct.
 - Students can contact the Support and Services section on the Student Hub and the UWSU Advice Service for additional support.
- Consent: outlines what consent is and the importance of consent, and what to do if a student needs support if their boundaries have been broken.

C10. University of Exeter

The University's website provides the following webpages:

- Sexual Misconduct: newly launched policy and procedure. Includes links to:
 - Policy; Video about changes; What to do if you get a disclosure; What to do if something happens; Talking about consent; Respect matters quiz.
 - Emergency help; Pathways to report; Report an incident; Help and Support; What is sexual harassment; I want to talk about my options.
- Sexual Misconduct Policy for Students: important points include:
 - The University will provide clear, transparent and accessible webpages dedicated specifically to sexual misconduct with clear signposting to internal and external agencies, pathways to reporting, policies and procedures, details of counselling services, and guidance relating to consent and defining sexual misconduct.
 - The University intends to create a safe environment through its commitment to education, training and raising awareness about sexual misconduct.
 - The University will hold accountable any individual who has committed sexual misconduct. This may include facing major disciplinary action, including expulsion.
- Support for staff: How to respond to a disclosure of rape/sexual assault or harassment made by a student: **guideline for staff**, including what they should do (listen, believe reassure, assess and signpost, and self-care) and should not do.
- How can I support a friend?: includes how to help if someone has disclosed that they have been raped or sexually assaulted.
- Emergency help: phone numbers and links regarding emergency help and for support if the victim is not at further risk.
- Reporting pathways for students: **flowchart** on where students can get support from and how they can report informally, formally or anonymously, including what will happen after they make the report.
- Reporting pathways for staff: **flowchart** on where staff can get support from and how they can report informally, formally or anonymously, including what will happen after they make the report.
- Report an incident of sexual misconduct: students can disclose which does not include formal action, or report which includes formal action. There is also a link to a flowchart of both options and what will happen afterwards.
- Help and support: contact details of University and external support services.
- What is sexual harassment: defines sexual harassments and mentions examples of behaviours.
- Options for reporting: students or staff can make a formal or informal complaint or an anonymous report via the Exeter Speaks Out website.

Exeter Speaks Out:

- Report informally: students and staff can report informally so they can get appropriate support and so the University will gain insight into what kind of incidents are taking place.
- Make a formal complaint: a formal complaint will usually be followed by an investigation appropriate to the nature of the complaint.
- Report anonymously: the data will help the University to understand what kind of incidents are taking place in the community.

Exeter Students' Guild's website:

- Staying safe on campus: tips on how to stay safe and links to Speak Out and the SU's Advice Service.

Falmouth & Exeter Students' Union's website:

- Hate crimes: links to Speak Out and other ways to report and find support.