

## Sexual Misconduct & Harassment Reporting/Disclosure Form (Staff)



### Guidance on completing the Sexual Misconduct & Harassment Reporting Form

#### You should complete this form if you want to:

1. Report an incident(s) of sexual misconduct or harassment where the person(s) identified is a member of the University community, (i.e. a student or staff member, or person acting on behalf of or representing the University) and you want the University to take action in response to the incident.
2. Disclose an incident(s) of sexual misconduct and/or harassment (anonymously or otherwise) where you do not want any action to be taken by the University, but you want to access support and advice, including what action you can take should you wish to report the incident at a later point.
3. Disclose an incident(s) of sexual misconduct or harassment where the person(s) identified is not a member of the University community but you want to access support and advice, including what action you can take should you wish to report the incident to the Police.

#### Completing this form:

You should complete the form as accurately as possible to the best of your knowledge. The more detail you provide in the form, the fewer questions the person investigating may need to ask you about the incident during the investigation. If there is more than one incident related to the person(s) you are reporting, please indicate this in the form. If there were witnesses in relation to the incident(s) who are willing to be approached, please include their details in the form. The person investigating the matter will use the information you provide in the form as an account of your experience of the reported incident. You will also have the opportunity to speak with the person investigating the matter.

#### Please note:

If you choose not to identify yourself within the form (i.e. make an anonymous disclosure), anonymous disclosures will be recorded for information and monitoring purposes. The University is only able to initiate an investigation at your request if you are willing for the person(s) you are reporting to be informed of the allegation against them and that you have made the report. Remaining anonymous will prevent the University from contacting you to offer support and advice, although you can request help outside of this process at any time by contacting the Personnel Office on 0151 291 3189 or via email on [HR@hope.ac.uk](mailto:HR@hope.ac.uk)

Disciplinary action against the person(s) you are reporting can only be taken following the outcome of an investigation and where disciplinary action is deemed necessary. The University does not have the legal investigatory powers of the Police and cannot determine criminal guilt. The University investigation will focus primarily on whether the University's Disciplinary policy or the Student Code of Conduct has been breached. The University's internal process cannot therefore, be regarded as a substitute for a Police investigation or criminal prosecution.

**Privacy and Confidentiality:**

The University recognises the importance of privacy in cases where sexual misconduct and/or harassment is alleged and will endeavour to maintain the highest levels of confidentiality. Your choices following an incident (including whether you want the University to take any action, and/or whether the matter is reported to the Police) will also be fully respected.

There may be circumstances that require the University to disclose information to a third party or act upon certain information in order to meet its legal Duty of Care obligations. Such circumstances may include situations where there is serious concern about your immediate health and safety or where there is a potential risk to other members of the University or wider community and it is in the public interest to do so. Where the requirement to act upon or share information with a third party is necessary, this will be fully discussed with you beforehand, where it is possible to do so.

**Supporting Documentation:**

If you have any supporting documentation to submit along with your report you can upload it to the form itself. Such documentation might include photos, videos, e-mails, text messages, chat/messenger logs, screenshots of online material (Facebook, etc.), and anything else that supports the allegations being made. If you provide supporting documentation, details of this may be shared with the person you are reporting as part of any formal investigation.

**Outcome:**

In this section of the form, please indicate what action(s) you wish to be taken from this process. This may include for example, access to university support services, advice/referral for specialist support outside of the University, a disciplinary response, 'no contact' arrangements/orders etc.

**What happens next?**

Once your reporting form is received, depending on what you have indicated in the form, you may be contacted a member of the Personnel Office who will advise you about your options regarding accessing help and support.

If you have requested that the University formally investigate the incident, you will be contacted by the person appointed to carry out the investigation. Any investigation will be undertaken as quickly as possible, usually within five working days following receipt of your reporting form. The University may hold an initial review meeting to consider any precautionary measures necessary to support all concerned whilst investigations take place. Such measures will be considered in a non-judgemental manner and without prejudice to all parties involved.

As part of any investigation, the person(s) you have reported will receive formal notification of the allegations made against them. They will also be informed of the procedure being followed and asked to meet with the person conducting the investigation. During that meeting the investigation process will be explained and the details of the allegation against them will be confirmed. The person(s) you have reported will be given a full and fair opportunity to explain or present their version of events in response to the allegation made against them.

Once the investigation has taken place, you will be informed of the outcome, whether the person investigating the matter determined that a breach of the University's Disciplinary Policy has occurred, and any further action that might be taken.

**For further help and advice, you can contact any of the following:**

**Personnel Office on 0151 291 3189 or [hr@hope.ac.uk](mailto:hr@hope.ac.uk)**