

# **Hate-Motivated Behaviour Reporting/Disclosure Form (students)**

## **Guidance on completing the Hate-Motivated Behaviour Reporting Form**

You should complete this form if you want to:

1. Report an incident(s) of hate-motivated behaviour 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 act in response to the incident.
2. Disclose an incident(s) of hate-motivated behaviour (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 hate-motivated behaviour 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. 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 at a later point.

### **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 if you are willing for the person(s) you are reporting to be informed of the allegation(s) made 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 reporting process at any time by contacting Student Life ([studentlife@hope.ac.uk](mailto:studentlife@hope.ac.uk) – 0151 291 3427).

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 Code of Student Discipline 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 hate-motivated behaviour is alleged and will endeavour to maintain the highest levels of confidentiality. 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 where 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 discussed with you beforehand, where it is possible to do so.

**Supporting Documentation:**

If you have any supporting documentation/information to submit along with your report, you can upload it within the form itself. Such information might include e-mails, text messages, chat/messenger logs, screenshots of online material (Facebook, etc.), photos, videos, and anything else that supports the allegation(s) being made. If you provide supporting information, 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, change of halls accommodation, 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 Student Well-being Team 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 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, details of the allegation(s), and the investigation process will be explained.

The person(s) you have reported will be given a full and fair opportunity to provide their version of events in response to the allegation(s) made against them. Once the investigation has taken place, you will be informed of the outcome, whether it has been determined that a breach of the Student Disciplinary Code has occurred, and any further action that might be taken.

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

**Your Senior Resident Tutor** (if you live in university halls)

Or

**Student Life – 0151 291 3427 | [studentlife@hpe.ac.uk](mailto:studentlife@hpe.ac.uk)**