

Telling someone - Harassment and Sexual Misconduct – College processes

This section focuses on what the process might look like if you feel you want to tell others that you have experienced harassment or sexual misconduct in your role at the College - whether you are a student, a member of staff (employed by the college, or self-employed), of a third party on college premises.

There are several touchpoints to be aware of that may be part of telling someone (also known as disclosing), though disclosing an incident does not necessarily have to result in an investigation.





<p>1. Disclosing</p> <p><i>Relevant paperwork: Cause for Concern - harassment and sexual misconduct form. Located HERE</i></p>	<p>Who do you tell in the College if you if feel you have experienced harassment or sexual misconduct, witnessed it or you have been affected by it:</p> <p>If you are a student: You may make a disclosure to any member of staff that you feel comfortable to do so with, in person, or via email. If you ask that member of staff to keep the information confidential they will do so unless there are concerns that it constitutes a safeguarding issue.</p> <p>You can also complete a Cause for Concern - harassment and sexual misconduct form found at the end of this policy (appendix 1) and send this to the college Senior Administration and Quality Manager, or the Student Support Co-ordinator</p> <p>If you are a member of staff: As a member of staff you can make a disclosure to any other member of staff you feel comfortable to do so with including your line manager and/or the college principal, either in person, via email, or using the Cause for Concern - harassment and sexual misconduct form at appendix 1. If you ask for your disclosure to remain confidential it will be unless it constitutes a safe guarding issue.</p>
<p>2. Reporting the incident formally</p> <p><i>Relevant paperwork: Reporting an incident. Located HERE</i></p>	<p>The next stage in the process is to register a formal report. All formal reports of an incident of harassment or sexual misconduct will be investigated by the College, or by an individual or organisation appointed by the College to act on its behalf.</p> <p>Those making a formal report can make a request to withdraw the report at any time, however the college will always assess the implications of doing this, and may in some circumstances decide that it must continue to the investigation stage.</p> <p>If you are a student formal reports will be managed by the Senior Administration and Quality Manager and Student Support Co-ordinator within the College.</p> <p>If you are a member of staff formal reports will be managed by the college Principal and Head of Education</p> <p style="text-align: right;">Continued...</p>



<p>3. Having the concern or incident investigated formally</p>	<p>Once a formal report has been registered a formal investigation will be undertaken. The investigation may be conducted by the College, or by an individual or organisation appointed by the College to investigate on its behalf.</p> <p>All members of the college (staff and students) are required to participate fully with any formal investigation.</p> <p>The investigating process will:</p> <ul style="list-style-type: none"> • Engage in a gathering of evidence process • Establish at the earliest opportunity if any individuals involved pose a potential danger to others within the college community and act if necessary e.g. suspension • Aim to set out timelines and keep all parties informed if these change • Keep all parties, including witnesses, informed of updates and progress • Offer support to all parties, including witnesses and signpost to external support where appropriate
<p>4. Reaching an outcome</p>	<p>There will be a number of potential outcomes following a formal investigation, including but not limited to:</p> <ul style="list-style-type: none"> • If, after a formal investigation there is evidence of criminal acts, then these may need to be addressed through criminal proceeding. An investigation will not normally be referred to the police without the knowledge and consent of the reporting party. However, the College may decide to take this action if there is concern over an on-going risk to others. • Disciplinary procedures (Staff or Student Disciplinary policies) may be invoked which may result in sanctions being applied, including dismissal from the college