**Form: Registering a Formal Report – Harassment and Sexual Misconduct**

The below is a template outlining the detail that the College will collect once there has been a request made to formally report an incident of harassment or sexual misconduct. This will be completed in discussion with the appropriate staff as follows:

If you are a student Wendy Munro Student Support Co-ordinator or Rachel Gold Admin and Quality Manager

If you are a member of staff to Pat Hamilton, College Principal or Angela Carryer, Head of Education

|  |  |
| --- | --- |
| Your name:  |  |
| Are you a member of staff or student? |  |
| Contact address |  |
| Contact email  |  |
| Contact phone number  |  |
| Date  |  |

|  |  |
| --- | --- |
| Details of the incident you wish to report:(please give a much detail as you can)  |  |
| Relevant date (s)  |  |
| Who else might have been involved as possible witnesses for example  |  |

|  |  |
| --- | --- |
| What else do you want to tell us |  |
| What would you like to see happen next |  |

**Information recorded by:**

Name:

Date:

Signature:

 **As the person registering the formal report are you able to confirm the above is an accurate record, and you understand that the reported incident (s) will now be investigated.**

Name of reporting party:

Date:

Signature:

**If you are a student, please return this to:**

Wendy Munro, Student Support Co-ordinator w.munro@collegeofosteopaths.ac.uk or Rachel Gold,Senior Admin and Quality Manager r.gold@collegeofosteopaths.ac.uk

**If you are a member of staff, please return this to**

Pat Hamilton, College Principal p.hamilton@collegeofosteopaths.ac.uk or

Angela Carryer, Head of Education a.carryer@collegeofosteopaths.ac.uk