



# **Sexual Misconduct and Harassment Policy**

## Contents page

<b>1.0</b>	<b>Background .....</b>	<b>1</b>
<b>2.0</b>	<b>Scope.....</b>	<b>2</b>
<b>3.0</b>	<b>Purpose .....</b>	<b>2</b>
<b>4.0</b>	<b>Definitions.....</b>	<b>3</b>
4.1	Sexual Assault.....	3
4.2	Consent .....	3
4.3	Sexual Misconduct .....	3
4.4	Sexual Harassment.....	3
4.5	Sexual Violence.....	4
4.6	Harassment (General) .....	4
4.7	Victimisation.....	4
4.8	Application.....	4
<b>5.0</b>	<b>Aims.....</b>	<b>4</b>
5.1a)	Prevent .....	4
5.1b)	Protect .....	4
5.1c)	Respond .....	5
5.1d)	Support.....	5
5.1e)	Comply .....	5
5.1f)	Contribute .....	5
<b>6.0</b>	<b>Intimate Personal Relationships Between Staff and Students .....</b>	<b>5</b>
<b>7.0</b>	<b>Reporting Channels and Disclosures .....</b>	<b>6</b>
•	Disclosure .....	6
•	Reporting .....	6
<b>8.0</b>	<b>Managing Disclosures.....</b>	<b>7</b>
<b>9.0</b>	<b>Confidentiality .....</b>	<b>7</b>
<b>10.0</b>	<b>Precautionary Actions .....</b>	<b>8</b>
<b>11.0</b>	<b>Complaint/Allegation Investigation .....</b>	<b>9</b>
<b>12.0</b>	<b>Data and Privacy .....</b>	<b>10</b>
<b>13.0</b>	<b>Anonymous Reporting .....</b>	<b>11</b>
<b>14.0</b>	<b>Support and Advice .....</b>	<b>11</b>
<b>15.0</b>	<b>Related Policies .....</b>	<b>12</b>
<b>Appendix 1</b>	<b>.....</b>	<b>14</b>
1.0	Initial Disclosure/Complaint.....	14
3.0	Suspension or Restrictions During Investigation.....	14

<b>4.0 Notification to Parties .....</b>	<b>14</b>
<b>5.0 Individual Point of Contact .....</b>	<b>15</b>
<b>6.0 Communication of Process .....</b>	<b>15</b>
<b>7.0 Investigation – Reporting Party .....</b>	<b>15</b>
<b>8.0 Investigation – Responding Party .....</b>	<b>15</b>
<b>9.0 Stage Two: Disciplinary Process .....</b>	<b>16</b>
<b>10.0 After the Hearing .....</b>	<b>16</b>
<b>11.0 Appeals .....</b>	<b>16</b>

## **1.0 Background**

- 1.1 There is recognition across the higher education sector of the need to address sexual harassment and misconduct with clarity, consistency, and compassion. Rose Bruford College (RBC), as a specialist higher education institution in the performing arts, acknowledges the unique dynamics of our learning and creative environments and the importance of fostering a culture of safety, respect, and accountability.
- 1.2 In August 2024, the Office for Students (OfS) introduced Condition E6, requiring all registered providers to maintain a single, comprehensive source of information on harassment and sexual misconduct. This policy forms part of RBC's response to that condition and outlines our institutional approach to prevention, reporting, and response.
- 1.3 This policy constitutes the College's single comprehensive source of information on harassment and sexual misconduct, as required by the OfS Condition E6. It includes all required content, incorporating institutional commitments, reporting procedures, and protections. While this policy stands alone in meeting regulatory requirements, it is supported by related policies such as the Student Disciplinary Policy, Staff Dignity at Work Policy, and Student Complaints Policy. These documents provide additional detail on conduct expectations, disciplinary procedures, and routes for appeal, and are referenced where relevant throughout this policy.
- 1.4 It is important to note that disclosures or reports of sexual harassment and misconduct should be addressed under this policy, and this policy supersedes any other policy. The Student Complaints Policy may be relevant only if a student is dissatisfied with how a disclosure or report has been handled. In such cases, the Complaints Policy provides a route for raising concerns about the process, not the incident itself.
- 1.5 In accordance with the OfS Condition E6, RBC does not use non-disclosure agreements (NDAs) or any contractual provisions that prevent or restrict students and staff from disclosing information about incidents of harassment or sexual misconduct.
- 1.6 The College also upholds lawful freedom of speech and academic freedom as fundamental principles of higher education. Our approach to preventing and responding to harassment and sexual misconduct is consistent with these principles and does not restrict lawful expression.
- 1.7 These commitments are further supported by related institutional policies, which are referenced in Section 14.0 of this document.

## **2.0 Scope**

- 2.1 This policy applies to all students and staff of RBC, including those on full-time, part-time, distance learning, and short courses, as well as visiting academics, consultants, and casual workers. It also applies to any individual to whom the College offers privileges or facilities normally available to its employees or students.
- 2.2 The policy covers incidents of sexual harassment and misconduct that occur on college premises, during college-related activities, or off-campus where the individuals involved are representing the College or where the incident may impact the safety or wellbeing of members of the RBC community.
- 2.3 For the purposes of this policy, a 'student' is any individual registered to study on any programme at the College, including those studying remotely, on placement, or abroad. A 'staff member' includes any individual working under a formal contract of employment, as well as those engaged in a teaching, supervisory, or pastoral capacity.
- 2.4 This policy applies to both the Reporting and Responding parties, regardless of gender, sexual orientation, or protected other characteristics. It also applies to incidents involving third parties (e.g. visitors, contractors, or members of the public) where the safety or wellbeing of RBC students or staff may be affected.
- 2.5 This policy does not preclude individuals from seeking recourse through criminal or civil proceedings. It is designed to operate alongside, but not replace, legal processes.
- 2.6 The College recognises that incidents of sexual harassment and misconduct may occur in a variety of settings, including online environments. This policy applies equally to digital communications and virtual learning spaces.

## **3.0 Purpose**

- 3.1 The purpose of this policy is to ensure that RBC establishes, promotes, and maintains a safe, respectful, and inclusive learning and working environments for all members of its community.
- 3.2 This policy outlines the College's approach to preventing and responding to incidents of sexual harassment, assault, and other forms of sexual misconduct. It sets out clear procedures for disclosure, reporting, investigation, and support, and is underpinned by a commitment to evidence-based practice and trauma-informed response.

- 3.3 RBC adopts a whole-institution approach to tackling sexual harassment and misconduct. This includes raising awareness, providing training, supporting those affected, and holding individuals accountable for unacceptable behaviour.
- 3.4 The policy also ensures that RBC meets its legal and regulatory obligations, including those set out in the Equality Act 2010, the Sexual Offences Act 2003, and the Office for Students' Condition E6 on harassment and sexual misconduct.

## **4.0 Definitions**

### **4.1 Sexual Assault**

UK law (Under **Section 3** of the Sexual Offences Act 2003) defines Sexual Assault as:

*"A person commits sexual assault if they intentionally touch another person, the touching is sexual, and the person does not consent."*

### **4.2 Consent**

Consent is defined in UK law (**Section 74** of the Sexual Offences Act 2003) as:

*"A person consents if they agree by choice and have the freedom and capacity to make that choice."*

### **4.3 Sexual Misconduct**

Sexual misconduct is a non-legal term referring to any unwanted or attempted unwanted conduct of a sexual nature. This includes, but is not limited to, sexual harassment, sexual assault, and rape. It may involve behaviour that disregards boundaries, exploits power dynamics, or undermines consent. It can have legal implications and may breach College policies and codes of conduct.

### **4.4 Sexual Harassment**

Section 26(2) of the Equality Act 2010, defines sexual harassment as:

*"Unwanted conduct of a sexual nature that has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment"*

Sexual harassment can include (but is not limited to):

- Sexual comments, jokes, or innuendo
- Displaying sexually explicit images or media
- Suggestive looks or gestures

- Unwanted touching or physical contact
- Sexual advances or propositions
- Intrusive questions about someone's sex life
- Sexual posts or messages on social media
- Sharing sexual rumours or explicit content without consent

#### **4.5 Sexual Violence**

Sexual violence is an umbrella term encompassing all forms of non-consensual sexual activity, including sexual assault and rape. It may be physical, verbal, or psychological and can occur in person or online. It often has long-lasting emotional and psychological impacts.

#### **4.6 Harassment (General)**

Is defined in Section 26(1) of the Equality Act 2010 as:

*“Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.”*

#### **4.7 Victimisation**

victimisation occurs when:

Someone is treated unfairly because they have made or supported a complaint under this policy. RBC will not tolerate victimisation of any party involved in a report or investigation.

#### **4.8 Application**

Sexual harassment and misconduct can occur between individuals of any gender and sexual orientation. It may be a one-off incident or a pattern of behaviour. It can be directed at an individual or witnessed by others. The perception of the person affected is central to determining whether behaviour is unwanted.

### **5.0 Aims**

5.1 The aims of this policy are to foster a learning and working environment at Rose Bruford College (RBC) where all individuals feel safe, respected, and valued. Specifically, the policy seeks to:

- 5.1a) **Prevent** incidents of sexual harassment and misconduct by raising awareness, providing education and training, and promoting a culture of dignity, respect, and consent.
- 5.1b) **Protect** students and staff by ensuring clear and accessible mechanisms for disclosure and reporting, maintaining confidentiality, and offering appropriate support services.

- 5.1c) Respond** effectively to incidents by implementing fair, transparent, and trauma-informed procedures for investigation and resolution, in line with RBC's disciplinary frameworks.
- 5.1d) Support** the wellbeing of those affected by sexual harassment and misconduct, including access to internal and external specialist services, academic adjustments, and emotional support.
- 5.1e) Comply** with relevant legislation and regulatory requirements, including the Equality Act 2010, the Sexual Offences Act 2003, and the Office for Students' Condition E6.
- 5.1f) Contribute** to a wider cultural shift by challenging behaviours and attitudes that perpetuate harassment, victim-blaming, or silence, and by promoting accountability and equity across the College community.

## **6.0 Intimate Personal Relationships Between Staff and Students**

- 6.1 Rose Bruford College (RBC) recognises the potential for actual or perceived conflicts of interest and abuse of power in intimate personal relationships between staff and students. In accordance with the Office for Students (OfS) Condition E6, the College is committed to protecting students from such risks.
- 6.2 For the purposes of this policy, an "intimate personal relationship" includes any relationship that involves physical intimacy (including isolated or repeated sexual activity) and/or romantic or emotional intimacy.
- 6.3 RBC prohibits intimate personal relationships between staff and students where the staff member has direct academic, pastoral, or professional responsibility for the student. This includes, but is not limited to, teaching, supervision, assessment, academic advice, safeguarding, or disciplinary oversight.
- 6.4 Where an intimate personal relationship exists or develops between a staff member and a student outside of these responsibilities, the staff member must declare the relationship to People and talent at the earliest opportunity. Appropriate steps will be taken to manage any potential conflict of interest, including reallocation of responsibilities.
- 6.5 Breaches of this policy may result in disciplinary action, up to and including dismissal, in line with the College's Staff Disciplinary Policy.
- 6.6 Students will not be penalised for participating in a relationship with a staff member. They will be supported and protected from any form of retaliation or disadvantage.



## 7.0 Reporting Channels and Disclosures

- 7.1 RBC recognises that students and staff may choose to disclose or report incidents of sexual harassment or misconduct in different ways, depending on their needs, preferences, and circumstances. This policy distinguishes between **disclosure** and **reporting**:
- **Disclosure** refers to the voluntary sharing of information about an incident for the purpose of seeking support or validation. It may not necessarily lead to formal action.
  - **Reporting** refers to the formal communication of an incident to initiate an investigation or disciplinary process.
- 7.2 Any student or staff member can disclose an incident to any member of RBC staff. Staff are expected to respond sensitively and appropriately, and to signpost the individual to the College's specialist casework team. Staff should be aware of the distinction between disclosure and reporting and be prepared to support both.
- 7.3 Disclosures and reports can be made:
- In person to any trusted member of staff.
  - Via email to the Student Casework Manager at: [reportaconcern@bruford.ac.uk](mailto:reportaconcern@bruford.ac.uk).
  - Through the College's **Report a Concern** platform, accessible via QR codes displayed around campus or directly on the colleges' website.
- 7.4 If a disclosure is made to a staff member outside of these formal channels, a brief record should be taken (with the individual's consent) and passed securely to the Student Casework Manager within 24 working hours to enable appropriate follow-up.
- 7.5 Students are encouraged to speak to their Personal Tutors in the first instance but may choose to disclose to any staff member they trust. All staff should complete the College's training on responding to disclosures of sexual harassment and misconduct.
- 7.6 Disclosures and reports may be made anonymously. While anonymous reports may limit the College's ability to take specific action, they are valuable for identifying patterns and informing preventative measures.
- 7.7 Once a disclosure or report is received, the Student Casework Manager will ensure that appropriate support is offered, including referral to internal services (e.g. Student Life Services, Counselling) and external agencies such as Sexual Assault Referral Centres (SARCs), Rape Crisis, or Survivors UK.

## **8.0 Managing Disclosures**

- 8.1 RBC is committed to ensuring that all disclosures of sexual harassment and misconduct are managed sensitively, promptly, and in a trauma-informed manner. All staff are expected to respond with empathy, maintain confidentiality, and follow the appropriate procedures outlined in this policy.
- 8.2 When a disclosure is made, the staff member receiving it must:
- Listen without judgement.
  - Avoid pressing for unnecessary details.
  - Reassure the individual that they are being taken seriously.
  - Explain the next steps and available support options.
  - If a crime has been committed, the student will be advised that they can make a report to the police and that support will be available from Student Life.
  - Send information on how to report a crime if the student reconsiders at any stage.
- 8.3 A brief written record of the disclosure should be made (with the individual's consent) and submitted securely to the Student Casework Manager and the Head of Student Life (Designated Safeguarding Lead, DSL) within 24 working hours.
- 8.4 The College recognises that students may choose to disclose to any member of staff they trust. All staff must therefore complete training on responding to disclosures and be familiar with the College's procedures and support pathways.
- 8.5 Where the disclosure involves an allegation against a member of staff, the matter will be managed under the College's Staff Code of Conduct Policy. Where the allegation involves a student, this policy and Disciplinary Policy will apply.
- 8.6 The College may be required to share information with external agencies (e.g. police, social services) where there is a safeguarding concern or risk of serious harm. In such cases, the individual will be informed wherever possible, and information will only be shared on a need-to-know basis.

## **9.0 Confidentiality**

- 9.1 RBC is committed to creating an environment in which individuals feel safe to disclose incidents of sexual harassment or misconduct. Ensuring confidentiality is a key principle in building trust and encouraging disclosures.
- 9.2 All disclosures and reports will be handled sensitively and confidentially. Information will only be shared with those who need to know to support the individual, assess risk, or take appropriate action.

- 9.3 In all written records and communications, the individual who has made a disclosure will be referred to as the **Reporting Party**, and the individual who is the subject of the report will be referred to as the **Responding Party**.
- 9.4 In certain circumstances, the College may be required to share information with external agencies (e.g. police, social services, or emergency services) without the individual's consent. This will only occur where:
- There is a safeguarding concern involving a child or vulnerable adult.
  - There is a risk of serious harm to the individual or others.
  - There is a legal obligation to do so.
- 9.5 Internally, information may be shared on a strictly need-to-know basis for the following purposes:
- Preventing or detecting a crime.
  - Ensuring appropriate support is provided.
  - Monitoring and evaluating the effectiveness of the College's response.
  - Protecting the safety and wellbeing of the College community.
- 9.6 Where information is shared, the College will inform the individual wherever possible and appropriate. No identifying information will be shared without consent unless required by law or safeguarding protocols.
- 9.7 As a case progresses through formal procedures (e.g. investigation or disciplinary processes), both the Reporting and Responding Parties will be provided with access to relevant evidence via a secure platform. Access will be strictly limited and monitored.

## 10.0 Precautionary Actions

- 10.1 In certain circumstances, RBC may implement precautionary actions to protect the safety and wellbeing of individuals involved in a report of sexual harassment or misconduct. These actions are neutral and do not imply any assumption of wrongdoing.
- 10.2 Precautionary actions may include, but are not limited to:
- Temporary suspension of the Responding Party from specific activities or spaces.
  - Restrictions on contact between the Reporting and Responding Parties.
  - Adjustments to timetables, accommodation, or supervision arrangements.
- 10.3 The decision to impose precautionary actions will be based on a risk assessment conducted by the Student Casework Manager (SCM) in consultation with the Head of Student Life (Safeguarding Lead). The assessment will consider:

- The nature and seriousness of the allegation.
  - The potential risk to the Reporting Party or others.
  - The impact on the learning and working environment.
- 10.4 The Reporting Party will be informed of any precautionary actions taken and the reasons for them. The Responding Party will also be informed and given an opportunity to respond.
- 10.5 All precautionary actions will be reviewed regularly and lifted as soon as they are no longer necessary. The College will ensure that both parties are supported throughout this process.

## **11.0 Complaint/Allegation Investigation**

- 11.1 Allegations of sexual harassment or misconduct involving students—whether the Reporting or Responding Party is a student or a member of staff—will be investigated under this Policy, in accordance with OfS Condition E6.
- 11.2 Allegations involving only staff members, where no student is affected, will be investigated under the College's People and talent policies and procedures.
- 11.3 The investigation process under this Policy will be managed by the Student Casework Manager (SCM), who will assign a trained Investigation Panel. The Panel will operate in accordance with the principles of procedural fairness, impartiality, and trauma-informed practice.
- 11.4 The SCM will notify both the Reporting and Responding Parties of the investigation, including:
- The nature of the allegation
  - The process and timeline
  - Any precautionary actions in place
  - Their right to be accompanied during interviews
  - Their designated Point of Contact.
- 11.5 The investigation will begin with an interview with the Reporting Party. Interviews will be carried out with a trauma informed focus by trained staff. With the reporting parties' consent, the interview may be recorded and transcribed to ensure accuracy and reduce the need for repeated retelling. The transcript will be reviewed and signed off by the Reporting Party and shared with the Responding Party as part of the evidence pack.
- 11.6 The Responding Party will be informed of the allegation and provided with the Reporting Party's approved transcript. They will have the opportunity to respond, submit evidence, and identify witnesses.

- 11.7 Both parties may submit a counter-narrative during the investigation. The panel will summarise key disparities between accounts and consider all available evidence before reaching a recommendation.
- 11.8 Once the investigation is complete, the panel will meet to determine whether the allegation is substantiated and whether the matter should proceed to a formal disciplinary hearing.
- 11.9 The SCM will inform both parties of the outcome of the investigation and the next steps. Each party will be offered a meeting with the Investigator to discuss the findings and ask questions. Support will be available throughout.
- 11.10 If the matter proceeds to a disciplinary hearing, the SCM will issue formal notification, including the date, time, and access to the full evidence pack via a restricted access link. The hearing will be conducted by a separate panel of trained staff with no prior involvement in the case.
- 11.11 Both parties will have the opportunity to submit additional evidence and request witnesses. The Reporting Party will not be required to be in the same physical space as the Responding Party. All questions will be filtered through the panel chair.
- 11.12 Following the hearing, the panel chair will meet separately with each party to communicate the outcome and explain the reasons for the decision. Follow-up support will be offered to both parties

## **12.0 Data and Privacy**

- 12.1 RBC is committed to protecting the privacy and personal data of all individuals involved in disclosures or reports of sexual harassment and misconduct. All information will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 12.2 The College will maintain anonymised annual statistics on disclosed and reported incidents of sexual harassment and misconduct. These statistics will be used to inform policy development, training, and preventative measures. No data will be published or shared that could identify individuals.
- 12.3 A Data Protection Impact Assessment (DPIA) will be conducted by the Student Casework Manager on a case-by-case basis to assess and mitigate any risks to personal data.
- 12.4 Information relating to complaints will be stored securely in a central College location with restricted access. Sensitive or anonymous complaints will be encrypted and accessible only to authorised personnel on a need-to-know basis.

- 12.5 Both the Reporting and Responding Parties will be provided with access to relevant evidence through a secure digital platform. Access will be time-limited and monitored, and no unauthorised copying or distribution of materials will be permitted.
- 12.6 The College will ensure that all staff involved in managing disclosures, investigations, or disciplinary processes receive appropriate training on data protection and confidentiality.

## 13.0 Anonymous Reporting

- 13.1 RBC recognises that some individuals may prefer to report incidents of sexual harassment or misconduct anonymously. Anonymous reporting can be an important first step for those who are not ready to engage in a formal process but still wish to share their experience or raise awareness of an issue.
- 13.2 Anonymous reports can be submitted via the College's **Report a Concern** platform, accessible through QR codes displayed across campus or via email [reportaconcern@bruford.ac.uk](mailto:reportaconcern@bruford.ac.uk). Reports may also be submitted verbally or in writing without identifying information.
- 13.3 While anonymous reports may limit the College's ability to take specific action or conduct a full investigation, they are valuable for:
- Identifying patterns or trends in behaviour.
  - Informing preventative strategies and training.
  - Improving institutional responses and support systems.
- 13.4 All anonymous reports will be recorded and reviewed by the Student Casework Manager. Where appropriate, the College may take general safeguarding or environmental measures in response to recurring concerns.
- 13.5 Individuals submitting anonymous reports will not be contacted unless they choose to provide contact details. All data will be handled in accordance with the College's Data and Privacy policy (see Section 11.0).

## 14.0 Support and Advice

- 14.1 RBC is committed to ensuring that all individuals affected by sexual harassment or misconduct have access to timely, confidential, and appropriate support. This includes both the Reporting and Responding Parties.
- 14.2 Students can access support through the College's Student Life team, who are trained to provide sensitive and professional guidance. Support may include:

- Emotional and wellbeing support.
  - Referral to counselling and mental health services.
  - Academic adjustments (e.g. mitigating circumstances).
  - Information about College policies and procedures.
  - Signposting to external specialist services.
- 14.3 Staff can access support through People and Talent, which can provide advice, referrals, and access to external services where appropriate.
- 14.4 External support services available to students and staff include:
- **Sexual Assault Referral Centres (SARCs)** – for medical, emotional, and practical support.
  - **Rape Crisis England and Wales** – [www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)
  - **Survivors UK** – [www.survivorsuk.org](http://www.survivorsuk.org)
  - **The Havens (London)** – [www.thehavens.org.uk](http://www.thehavens.org.uk)
  - **Beech House SARC (Kent and Medway)** – [www.beechhousesarc.org](http://www.beechhousesarc.org)
  - **Employee Assistance Programme (Education Support)** - [www.educationsupportpartnership.org.uk/online-support](http://www.educationsupportpartnership.org.uk/online-support)
- 14.5 In an emergency or if someone is in immediate danger, individuals should call **999** for emergency services.
- 14.6 All support services operate within strict confidentiality protocols. Individuals will be informed of any limits to confidentiality, particularly where there is a safeguarding concern or risk of serious harm.
- 14.7 The College encourages all students and staff to seek support, regardless of whether they choose to make a formal report.

## 15.0 Related Policies

- 15.1 This policy should be read in conjunction with the following College policies and procedures, which together form a comprehensive framework for safeguarding, conduct, and student and staff wellbeing:
- Student Disciplinary Policy
  - Staff Disciplinary Policy
  - Staff Dignity at Work Policy
  - Student Complaints Policy
  - Student Anti-Bullying and Anti-Harassment Policy
  - Freedom of speech & External Speaker and Visitors Policy
  - Safeguarding and Prevent Policy
- 15.2 These policies are available on the College [internet](#) and can be accessed by students and staff at any time. Where there is overlap, this policy takes

precedence in matters specifically relating to sexual harassment and misconduct.



# Appendix 1

## Harassment and Sexual Misconduct Investigation Process

This appendix outlines the formal investigation process to be followed when a complaint of harassment or sexual misconduct is made. The process is designed to ensure procedural fairness, transparency, and parity of voice between the Reporting and Responding Parties.

### 1.0 Initial Disclosure/Complaint

- A formal Disclosure should be submitted by the Reporting Party to: [reportaconcern@bruford.ac.uk](mailto:reportaconcern@bruford.ac.uk). or by scanning QR codes around the college
- Or in person to student life or a trusted member of staff
- The Student Casework Manager (SCM) will confirm receipt, review the content, and allocate an Investigation Panel comprising trained staff in line with the College's Sexual Misconduct and Harassment Policy.
- SCM will liaise with Student Life to ensure that the reporting and responding party are offered support and advice for their health and wellbeing during this process
- Support will be provided for the reporting party to lodge a formal report with the police, if a crime has been committed

### 2.0 Next Steps – Investigation

- The SCM will inform the Reporting Party of the move to investigation, outline the process, assess immediate safety, and confirm any precautionary measures in place.

### 3.0 Suspension or Restrictions During Investigation

- The SCM will notify the Responding Party of the complaint and any neutral precautionary actions (e.g. suspension or restrictions), including reasons and review timelines.
- Decisions to suspend a student will be made by the principal or designate
- The Reporting Party will be informed of these measures.
- Internal teams will be informed of the temporary suspension by the SCM.

### 4.0 Notification to Parties

- Both parties will be informed of the investigation process, including the requirement to attend interviews and the role of witnesses.
- Both parties will be informed of the need for confidentiality relating to the content and process of the investigation to avoid impact on the investigation.
- If a statutory authority (e.g. police) requests that information be withheld, this will be communicated.

## **5.0 Individual Point of Contact**

- Each party will be assigned a Point of Contact to provide guidance and support throughout the process.
- These individuals are not involved in the investigation itself.

## **6.0 Communication of Process**

- Within five working days, the SCM will issue formal communication to both parties confirming:
  - The Investigation Panel and roles
  - Timescales and deadlines
  - Right to be accompanied during interviews
  - Precautionary restrictions
  - Role of the Point of Contact
  - Evidence submission timelines

## **7.0 Investigation – Reporting Party**

- The Reporting Party will be interviewed first.
- With consent, the interview will be recorded and transcribed to reduce re-traumatisation.
- The transcript will be signed off by the Reporting Party and shared with the Responding Party as part of the evidence pack.
- The Reporting Party may submit a counter-narrative in response to the Responding Party's account.
- A summary of key disparities will be provided to both parties.
- The Investigation Panel will review all evidence and make outcome recommendations.
- The SCM will consider the Investigation Panel's outcome and consult with the Dean to confirm the recommended next steps.
- The Reporting Party will be informed of the outcome within 5 working days and invited to a follow-up meeting with the Investigator.

## **8.0 Investigation – Responding Party**

- The Responding Party will be formally notified of the allegation and provided with the approved transcript of the Reporting Party's account.
- They will be invited to submit a written response, including any supporting evidence or witness statements.
- The Reporting Party will have the opportunity to respond to the Responding Party's submission.
- A summary of key points of disagreement or disparity will be compiled and shared with both parties.
- The Investigation Panel will review all submitted materials and make outcome recommendations to the Student Casework Manager (SCM).

- The SCM will consider the Investigation Panel's outcome and consult with the Dean to confirm the recommended next steps.
- The Responding Party will be informed of the outcome within five working days and offered a follow-up meeting with the Investigator(s).

## **9.0 Stage Two: Disciplinary Process**

- If the case proceeds to a disciplinary hearing, the SCM will issue formal notice with at least seven working days' notice and access to the evidence pack
- The hearing will be conducted by a separate panel of trained staff with no prior involvement
- Both parties may submit additional evidence and request witnesses.
- The Reporting Party will not be required to be in the same space as the Responding Party
- All questions will be filtered through the panel chair
- If the Responding Party has legal representation, the College will consider offering the same to the Reporting Party
- If new evidence is introduced at the hearing, the Reporting Party will be given a right to reply.

## **10.0 After the Hearing**

- The Disciplinary Panel Chair will meet separately with both parties to communicate the outcome and rationale
- Feedback will be collected from both parties
- Ongoing support will be offered as needed.

## **11.0 Appeals**

- Students should use the college's Student Complaints and Appeal Procedure
- Staff should follow the procedures as advised by the colleges People and Talent Team.

DOCUMENT CONTROL BOX		Version 2.0
Policy / Procedure title:	Sexual Misconduct and Harassment Policy	
Policy owner:	Quality Office/Student Life	
Lead contact:	Head of Student Life	
Audience:	Academic staff/Students/Public	
Equality Impact Screening date Referred to Equality Impact Assessment Group? Yes/No	Yes Aug 2025	
Approving body:	Academic Board	
Date approved:	1st Aug 2025	
Implementation date:	1st Aug 2025	
Previous revision dates:		
Supersedes:		
Previous review dates:		
Next review date:	July 2026	
Related Statutes, Ordinances, General Regulations		
Related Policies, Procedures and Guidance:	<ul style="list-style-type: none"> <li>• Student Disciplinary Policy</li> <li>• Staff Disciplinary Policy</li> <li>• Staff Dignity at Work Policy</li> <li>• Student Complaints Policy</li> <li>• Student Anti-Bullying and Anti-Harassment Policy</li> <li>• Freedom of speech &amp; External Speaker and Visitors Policy</li> <li>• Safeguarding and Prevent Policy</li> </ul>	
<p>Further information:</p> <p>Update Aug 2025 so ensure compliance with Office of Students (OfS) Guidance</p> <p>Has its own investigation procedure and incorporates ReportaConcern reporting mechanism</p>		