Step 5

Report can be resolved through:



**Unwanted behaviour occurs** 

Step 1

Visit the Report and Support tool. User is asked whether they would like to:



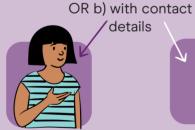


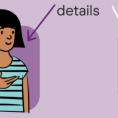
a) report anonymously

User can also access sources of support e.g. chaplaincy, counselling, peer support, external organisations. The anonymous report will inform prevention and response activities



a) Speak to advisor





OR b) continue with report

# **Advisor route**

User will speak with a trained advisor who will signpost the user to sources of support AND outlines reporting options



appropriate member of staff depending on content of report e.g. College/ Department/Unit/HR/ Student Conduct



Report assigned to:

OR a case manager who specialises in supporting cases of Sexual Misconduct and Violence (SMV), domestic abuse and stalking, for reports relative to SMV



Step 3

Process and timeframe will depend on the type of unwanted behaviour (e.g. sexual misconduct and violence/bulluing and harassment)



Step 2

Report triaged by Report + Support team



Receive confirmation of report from Report + Support team in 2 working days

## Informal Route

Dialogue between reporting party/representative and the responding party (with support from appropriate staff). Escalated to formal stage if not resolved



Or formal route (step 6)

if the issue is not appropriate for informal resolution



Reports that require formal investigation

### **SMV**

SMV reports are dealt with by specialist case managers and trained trauma-informed investigators



# REPORT

# **Students**

Investigation managed by Colleges/ Department/Student Cases in accordance with bullying and harassment policies

Or for smv

For SMV reports,

reporting parties will

be offered a meeting

with the specialist case manager where they will be provided

information about their

options and given the choice to make a

formal report to the

their formal report

police and/or confirm

and/or receive advice

on available support



Investigation managed by HR

# **Staff**

### Step 7

All parties are kept up to date throughout the process. Following an investigation, both parties are informed of the outcome of the investigation and are offered appropriate support. Student non-academic misconduct outcomes are published annually online

FOR STAFF: 3 - 6 months

FOR STUDENTS: in line with OIAHE timescales

