# Sexual Harassment, Misconduct and Sexual Violence - Staff-facing Website Information

**Information is available to students on the Student Hub: LINK**

## What should I do if a student discloses sexual harassment, misconduct or sexual violence?

Firstly, **listen** to the student and find out how they are feeling. Do not question their experience but give them an opportunity to talk and be heard.

It is also important to try and gain an idea of the level of risk the student is facing, for example are they living with the person who has carried out the violence or abuse? Have they come with somebody? Do they have somewhere safe to go? Have they got somebody to accompany them home? Who else have they told- parents, friends?

If you are concerned about the immediate student’s safety, please refer to the Guidance for Supporting Students in Distress [LINK].

You can ask the student whether they have reported / wish to report the incident to the police, or formally to the University (see reporting options below). You can support the student in doing this, however any action taken should be the students informed choice.

DO:

* Ask what sort of support the student would like from the University and manage their expectations on what you / the University can provide
* Agree further actions with the student. This could include:
  + Providing student with information on next steps
  + Passing on their details on to Support Services (with student consent only)
  + Offering to check-in with the student at an agreed later date
* If you have concerns that the student / wider student body is at risk, contact Anna Swales, Head of Student Services for guidance
* Only share information on a need-to-know basis
* Debrief with a trusted colleague/ line manager. If you do not have consent to share student details then do this without disclosing student identity.

DO NOT:

* Ask what the student was wearing, whether they had been drinking or why they put themselves in a ‘risky’ situation- this is victim-blaming behaviour and may be damaging to the student
* Share the details with others or ask others to join the conversation without the student’s consent
* Send emails to multiple staff members/ teams containing sensitive information or opinion.

## What should I do if I feel the student is in immediate danger?

If the student is in immediate risk **on the University Campus** you can ring Campus Security on 2269 (Park Campus) or 3369 (Avenue Campus).

**If the student is away from the campus or is contacting you out of office hours** please advise that they contact emergency services on 999. If they are unable to safely talk to the operator answering the 999 call, they can press 55 on their handset to let them know they are there.

**If the student is in Halls of Residence** contact the Residential Life Team. The number for this will be on the back of the student’s bedroom door.

Please note that the university does not have a crisis team. If the student is in crisis (threat of violence/ self-harm/ suicide) then emergency services is the most appropriate route. If you are on campus please call Campus Security to assist you.

## What reporting options does the student have?

1. Report the incident to the Police by calling 999 in an emergency or 101 if not an emergency
2. If the incident involves another student or member of staff, students can [submit a complaint](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Stuiss+SC&submit=Search) to the University Student Conduct, Complaints and Appeals Office for the University to investigate via the [Bullying and Harassment Policy](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=BulHar&submit=Search). The Student Conduct, Complaints and Appeals Office or a Student Support Officer can guide students through this process and explain possible outcomes and limitations.
3. Incidents can be reported by the reporting student or a third party via the University [Harassment Reporting Form](https://www.northampton.ac.uk/harassment-reporting-form/). This can be submitted anonymously. If students choose to identify themselves further action will only be taken after the person reporting the incident and/or the victim has been interviewed and the incident discussed with them.
4. Anonymously report Hate Crime to the Police via the following link: <https://beta.met.police.uk/true-vision-report-hate-crime/>
5. If you want to report a crime, but you do not want to be identified to the police, call Crimestoppers on 0800 555 111 or report via their [online](https://crimestoppers-uk.org/give-information/give-information-online/) form.
6. For incidents relating to sexual assault or rape students can [contact your local SARC](https://www.nhs.uk/Service-Search/Rape%20and%20sexual%20assault%20referral%20centres/LocationSearch/364)
7. They can choose to take no further action.

If you are not sure what about what information to give to the student then as a staff member you can contact Anna Swales, Head of Student Services (07802872443) for guidance. Please be aware that it is up to the student how they choose to report an incident. Nothing should happen without their consent or knowledge and any decision they make should be respected (unless the alleged perpetrator is deemed to be a threat to themselves or others in which case such a judgement will be made by the Head of Student Services in discussion with Data Protection Officer). If this is the case, the student will be notified.

### Do I need to report the disclosure elsewhere?

You can tell the student that their disclosure will remain confidential UNLESS you are concerned that there is a risk of harm to themselves or others, in which case you will need to share with an appropriate colleague, contact Campus Security and liaise with the Counselling and Mental Health Team. In certain extreme circumstances the Police may need to be informed. Information will not be shared with their parents or friends, as this would be in breach of data protection legislation.

If you do feel that you need to share the information with somebody then please keep the student informed of who you will share with, what details you intend to share and why.

### What if I do not feel comfortable receiving details of the disclosure?

It is okay to refer a student elsewhere if you feel unable to help them. Reassure them that they have done the right thing by disclosing and explain that you will ensure that you will work with them to get them the advice and support they need. It is recommended that you accompany them to see a Student Support Officer or Head of Student Services or facilitate an introduction (via telephone/ email) depending on the student’s wishes.

### What if the other person involved is a student?

If another student is the alleged perpetrator the details should be passed to Head of Student Services (Anna Swales) or Deputy Director of Student and Academic Services (Kathryn Kendon).

### What if the other person involved is a member of staff?

If a staff member is the alleged perpetrator the details should be passed on to the Director of Human Resources (Deborah Mattock).

## What support options does the student have?

Students can access ongoing support through the University, or via external organisations.

### Internal support:

The University has an in-house Counselling Service who can help students to process difficult feelings and improve their mental wellbeing. If a student feels that counselling may be helpful to them then they can [book an appointment online](https://www.northampton.ac.uk/counselling-appointment-request-form/) to see a counsellor. Please note that you cannot make an appointment for counselling on a student’s behalf or refer a student directly to the service.

The Counselling and Mental Health Team offer a daily drop-in service during term time (times and detail [here](https://mynorthamptonac.sharepoint.com/sites/student/support-and-services/wellbeing)) so if the student is particularly distressed, feel they need to speak to someone soon or would like to find out a bit more about how counselling could help them then please direct them to this service.

The Student Hub contains further [information about support at the University](https://mynorthamptonac.sharepoint.com/sites/student/support-and-services)

### External support:

There are also a number of specialist external organisations and charities who can provide support to people experiencing difficulties:

Victim Support: <https://www.victimsupport.org.uk/help-and-support/get-help>

Sexual abuse and rape: <http://www.northamptonshirerapecrisis.co.uk/>

Support for LGBT people- <https://www.stonewall.org.uk/help-and-advice>

Honour-based abuse- https://www.karmanirvana.org.uk/

The Lowdown (local counselling service): <http://thelowdown.info/>

National Bullying Helpline: <http://www.nationalbullyinghelpline.co.uk/>

Revenge Porn helpline: <https://revengepornhelpline.org.uk/>

National Stalking helpline: 0808 802 0300 https://www.suzylamplugh.org/Pages/Category/national-stalking-helpline

Call the Samaritans on 116 123 or email [jo@samaritans.org](mailto:jo@samaritans.org)

### Academic support:

If a student has experienced a traumatic event this may make it difficult for them to engage with their studies. They may wish to return home for a period of time to be with family or close friends.

With the student’s permission you can contact their course team to let them know that the student has personal circumstances that are likely to affect their attendance for a period of time (this may help to prevent insensitive communication/ student being raised as CFC).

If the student is on a professional course where attendance is monitored then please speak to the Programme Leader/ Academic Adviser about how a lack of attendance may affect the student’s progress.

You might wish to support the student with extensions for any upcoming assessments, or support them in submitting a claim for mitigating circumstances, whilst they seek appropriate support and consider their next steps.

The student may feel that some time away from their studies, such as a Study Break would be helpful.

If you require some guidance on any of the processes above then please contact a Student Support Officer or Academic Adviser.

## Where can I access support myself?

It is important that you debrief with a trusted colleague, supervisor or your Line Manager. [Here](https://vimeo.com/182350946) is a short video on Low Impact Debriefing that you might find useful. You can also contact Human Resources for details of the [Employee Assistance Programme](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=EAP+Leaflet+for+Employees&Description=&submit=Search).

## Relevant policies:

[Complaints Policy](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Stuiss+SC&submit=Search)

[Bullying and Harassment Policy](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=BulHar&submit=Search)

[Student Disciplinary Policy](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Stuiss+SDp&submit=Search)

[Mitigating Circumstances Policy](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Stuiss+Mit+circs&submit=Search)

[Study Break](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Stuiss+SB&submit=Search)

GDPR and Data Protection Policy